

JOSEPH O'TOOLE

BACHELORS DEGREE IN BUSINESS

I have a bachelor's degree in business administration and a minor in communication. The past 4 years, I have been working in the business field, with a primary focus on hospice and home care. I have put everything aside to pursue my passion of becoming a police officer in the area I grew up in, which is Grand Rapids, MN.

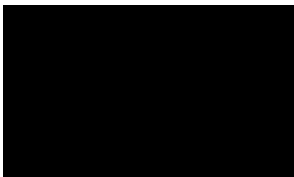
LEADERSHIP

I have pushed everything aside, including money, my career, my four-year education, and so much more, to pursue being a police officer. Making these sacrifices has only made me more eager to work hard and make a lifelong commitment out of this career.

SKILLS

Communication
Problem Solving
Critical Thinking

CONTACT



WORK EXPERIENCE

HOME CARE CONSULTANT- HOME INSTEAD

St. Cloud MN

Hitting monthly goals by seeking business anywhere I could find clients for our services. Having difficult conversations with family members to allow them to understand why our services are needed inside their home.

HOSPICE CARE CONSULTANT- MOMENTS HOSPICE

Grand Rapids MN

Marketing in skilled nursing facilities, assisted living's, memory care's, hospitals, and educating them about our services and what we provide. Having conversations with family on their worst days and managing it by being sympathetic and understanding, all while maintaining professionalism and being goal-oriented.

EDUCATION

BS BUSINESS ADMINISTRATION - UNIVERSITY OF WISCONSIN

2020

SUPERIOR

Minor- Communication

I managed to earn this degree all while I was working 30 hours a week, running a small business, and going to school full time.

ACTIVITIES

I really enjoy the outdoors, including things such as hunting, fishing, hiking, and four-wheeling. My favorite hobby that I do every day is exercise and lifting weights. I am always trying to get more educated and better myself mentally. I have been on a missions trip to Puerto Rico and helped very poor communities there, as well as volunteered time in soup kitchens in Grand Rapids, MN, and Chicago, IL, during Easter. I also volunteered time with the Itasca County Sheriff's Office this past fall, taking buoys out of the lakes and rivers throughout the county.

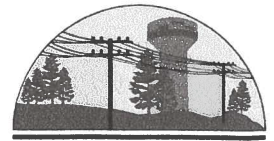
Employment Application



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

420 N. Pokegama Avenue
Grand Rapids, MN 55744
(218)326-7606
(218)326-7608 Fax
www.cityofgrandrapids.com

500 SE 4th Street
Grand Rapids, MN 55744
(218)326-7024
(218)326-7698 Fax
www.grpuc.org



**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature

Equal Opportunity Employers

Please complete by printing in ink or typing. The application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids and Grand Rapids Public Utilities. We welcome you as an applicant and look forward to reviewing your application information. It is our policy to provide equal opportunity in employment. The City of Grand Rapids and Grand Rapids Public Utilities will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids and Grand Rapids Public Utilities accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last O'Toole	First Joseph	Middle Hagen	POSITION APPLIED FOR: FT police officer
MAILING ADDRESS [REDACTED]			TODAY'S DATE: 1/26/2024 DATE AVAILABLE TO WORK: 7/2024
[REDACTED]			STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal
[REDACTED]			[REDACTED]
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? Proof of age and/or eligibility to work may be requested.		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you have a valid driver's license? (For driving positions only)
Will your continued employment require employer sponsorship?		<input type="checkbox"/> <input checked="" type="checkbox"/>	Are you <u>under</u> 18 years of age? <input type="checkbox"/> <input checked="" type="checkbox"/>

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: <i>Greenway High School</i>	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input type="checkbox"/> NO	
College: <i>University of Wisconsin Superior</i>	Degree Completed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>5</u> Semester/Credit hours earned <u>132</u>	<i>Business Administration Minor - Communication</i>
Graduate School:	Degree Completed: <input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	
Technical or Vocational Programs: <i>Hibbing community college</i>	(indicate type of certificate earned) <i>I will be done with Law Enforcement Academy in July.</i>	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

- Helping people on their worst days*

List any current licenses or certificates you possess which may be related to this position:

- EM R (May 2024)*

List any current registration(s) or membership(s) related to the position for which you are applying:

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER <div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>	DATES EMPLOYED		JOB TITLE: Bartender
	FROM	TO	
	Sept '23	July '24	NAME OF LAST SUPERVISOR: Shar Havens
DESCRIBE YOUR WORK IN THIS JOB: <ul style="list-style-type: none"> • Pouring Drinks • Talking with Customers • Cleaning • Keeping tracking of cash flow 			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Finding a FT police job			

PREVIOUS EMPLOYMENT INFORMATION			
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.			
EMPLOYER <div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>	DATES EMPLOYED		JOB TITLE: Recreation worker
	FROM	TO	
	Nov '23	present	NAME OF LAST SUPERVISOR: Pat Geyer
DESCRIBE YOUR WORK IN THIS JOB: <ul style="list-style-type: none"> • Drive the Zamboni • Clean • engage with the fans • Keep the schedule on time 			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Finding a FT police job			

EMPLOYER Home Instead St. cloud	DATES EMPLOYED		JOB TITLE: Home care consultant
	FROM	TO	
ADDRESS 1545 Northway Dr	Feb '23	Sep '23	NAME OF LAST SUPERVISOR: Jason Crane
CITY, STATE, ZIP St. cloud MN 56303	DESCRIBE YOUR WORK IN THIS JOB: <ul style="list-style-type: none"> • Market our company • Creating revenue by finding clients • Manage paperwork • Finding business • Resolving issues / problem solving 		
TELEPHONE Area Code + Number 320 258 3055			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: To pursue Law Enforcement			

PREVIOUS EMPLOYMENT INFORMATION CONTINUED

List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.

EMPLOYER Moments Hospice	DATES EMPLOYED		JOB TITLE: Hospice care consultant
	FROM	TO	
ADDRESS 4897 Miller trunk Hwy	Aug 21	Feb 23	NAME OF LAST SUPERVISOR: Miriam Campbell
CITY, STATE, ZIP Hermantown MN 55811	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number 218-520-0870	<ul style="list-style-type: none"> • Market the company • Hitting monthly goals • Manage paper work • Selling our service • problem solving • Talking with people on hard days 		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Better opportunity			

EMPLOYER 160 Driving Academy	DATES EMPLOYED		JOB TITLE: Branch Manager
	FROM	TO	
ADDRESS 1215 15th St N	Jan '21	Aug '21	NAME OF LAST SUPERVISOR: Michelle Brown
CITY, STATE, ZIP St. Cloud MN 56303	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number 320 201-7701	<ul style="list-style-type: none"> • Find business • managing cash flow • Selling our service • manage paperwork 		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Childs health issues/better opportunity			

EMPLOYER Play It Again Sports	DATES EMPLOYED		JOB TITLE: Store manager
	FROM	TO	
ADDRESS 1256 W Arrowhead Rd	Sep '18	Dec '20	NAME OF LAST SUPERVISOR: Steven Hollappa
CITY, STATE, ZIP Duluth MN 55811	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number 218-724-1700	<ul style="list-style-type: none"> • Selling our product • Keeping employees on task • managing cash flow at end of shift • finding solutions for upset customers 		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other In summer			
REASON FOR LEAVING: Graduated college with a bachelors degree			

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

• Helping Itasca County Sheriff's office pull buoys off the lakes this past fall.
• Missions trip to Puerto Rico • multiple soup kitchens

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veteran's Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids and/or Grand Rapids Public Utilities is "at will," and that employment may be terminated by either the City of Grand Rapids, Grand Rapids Public Utilities, or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids, Grand Rapids Public Utilities, or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids and/or Grand Rapids Public Utilities. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids and/or Grand Rapids Public Utilities at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids or Grand Rapids Public Utilities, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment, if already offered.

With my signature below, I am providing the City of Grand Rapids and/or Grand Rapids Public Utilities authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids and/or Grand Rapids Public Utilities, in writing, of any changes to information reported in this application for employment.

Joseph O'Toole
Signature

01/26/2024
Date

Name and telephone number of person completing this form if other than applicant: Joseph O'Toole [REDACTED]

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)


Private Data	Why We Ask For It	Are You Legally Obligated	What May Happen If
		To Provide It?	You Don't Provide It
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Grand Rapids and Grand Rapids Public Utilities appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying: **FT Police officer**

Gender: Male Female

With which racial/ethnic group do you identify?


Disability status, defined as:
 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
 2) Has a history of a disability (such as cancer that is in remission);
 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

VETERANS' PREFERENCE

Complete this form ONLY if you are claiming Veterans' Preference

NOTE: VETERAN'S PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICES. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. §197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "Member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of Grand Rapids and Grand Rapids Public Utilities operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, any by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Grand Rapids or Grand Rapids Public Utilities.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name: (Last)	(First)	(MI)	Position for which you applied:	
			Closing Date:	
Address: (Street)	(City)	(State)	(Zip)	Phone Number:
				Are you a US Citizen or Resident Alien?
				<input type="checkbox"/> Yes <input type="checkbox"/> No

VETERAN (10 POINTS):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)
 Honorably discharged veteran Yes No

DISABLED VETERAN (15 POINTS):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)
 Percent of Disability: _____ %
 Have you ever been promoted within the City of Grand Rapids employment: Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Date of Death: _____

Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DDE214 or DD215, or other documentation verifying service, and USDVAQ letter of disability rating decision of 10% or more must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

Thank you for your military service and for your interest in employment with the City of Grand Rapids and Grand Rapids Public Utilities. Please contact Human Resources at 218-326-7606 if you have questions regarding veteran's preference.

AFFIDAVIT: I hereby claim Veteran's Preference points for this examination and swear/affirm that the information give is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Grand Rapids or Grand Rapids Public Utilities by the required deadline.

Signature

Date