

Name: _____

APPLICATION SUPPLEMENT: Jr Appraiser, Sr Appraiser

INSTRUCTIONS: Your training and experience will be evaluated and scored to determine how well you qualify for this position. Please provide the additional information requested below in a clear and concise manner. Include in your answers the name and phone number of someone who can and will verify your experience or training (employer/supervisor/instructor). Be specific and provide all requested information. Please do not refer an answer to a resume. Answer the questions as they appear here.

1. List all post-secondary education you have successfully completed in real estate, business, appraisal, administration or a related field. Use additional pages as needed.

Name of institution: _____
Address: _____
Contact person and phone number: _____
Specific area of study (major/minor): _____
Degree/certification awarded: _____
Last date attended: _____

2. Describe your work experience related to business, real estate, accounting, government or a related field. This may include appraisal experience or experience in an assessment office. Use additional pages as needed to describe all experience.

Employer and address: _____
Your title: _____
Contact person and phone number: _____
Employed from _____ (mo. & yr.) to _____ (mo.&yr.)
Average number of hours/week: _____
Duties (be specific): _____

Employer and address: _____
Your title: _____
Contact person and phone number: _____
Employed from _____ (mo. & yr.) to _____ (mo.&yr.)
Average number of hours/week: _____
Duties (be specific): _____

Name: _____

3. Describe any experience you may have in using a computer aided mass appraisal (CAMA) system. Please indicate the software utilized and describe your duties and responsibilities. Use additional pages as needed.

Employer and address: _____

Your title: _____

Contact person and phone number: _____

Employed from _____ (mo.&)yr. to _____ (mo.& yr.)

Average number of hours/week: _____

Duties (be specific): _____

4. Describe any experience you may have in using a computerized tax system. Please indicate the software utilized and describe your duties and responsibilities. Use additional pages as needed.

Employer and address: _____

Your title: _____

Contact person and phone number: _____

Employed from _____ (mo.&)yr. to _____ (mo.& yr.)

Average number of hours/week: _____

Duties (be specific): _____

5. Describe any experience you have had in a supervisory role. Detail your responsibilities as a supervisor (such as performance evaluations, work assignment, hiring/firing, training, etc.), number of people you supervised, their position title(s). Use additional pages as needed.

Employer and address: _____

Your title: _____

Contact person and phone number: _____

Employed from _____ (mo.&)yr. to _____ (mo.& yr.)

Average number of hours/week: _____

Duties (be specific): _____

Name: _____

6. Describe activities in which you have been involved which demonstrate your organizational and public relations skills. Use additional pages as needed.

7. Please list any other certifications, licenses, memberships, etc. you possess relevant to your successful performance as an appraiser or Deputy Assessor.

8. Are you a Certified Minnesota Assessor? Yes ___ No ___
Are you a Certified Minnesota Assessor Specialist? Yes ___ No ___
Are you an Accredited Minnesota Assessor? Yes ___ No ___
Are you a Senior Accredited Minnesota Assessor? Yes ___ No ___

If you have achieved any of these levels, please provide a photocopy of the license/certificate.

9. Do you possess a valid driver's license? Yes ___ No ___
If so, please provide a photocopy of both sides of the license.

Please include the following information with the application form. The failure to do so may delay or prevent the timely processing of the application. You may include other information relevant to your application.

1. Photocopy of valid driver's license, both sides
2. Photocopy of any relevant licenses, certificates, etc., including any from Question #1 and Question #8
3. Photocopy of DD214, if requesting veteran's preference points.
If you are claiming a disability for preference points, you must provide documentation of the disability with this completed application. Supply a photocopy of the original award letter of the disability from the Veterans Administration, or call the VA at 1-800-827-1000 to request the documentation. Be prepared to supply your VA claim number and social security number.