



IMPORTANT NOTICE

The City of Bloomington requires a **HANDWRITTEN SIGNATURE** on all employment applications. Job seekers **MUST SUBMIT A PAPER COPY** of this application; electronic submissions will not be accepted.

This form can be filled out and printed using Adobe Acrobat Reader.

THE PRINTOUT MAY BE YOUR ONLY RECORD of the data you entered. If you have Acrobat Reader 7 or later, you may be able to save the form with your entries.

Tip

Turning off the **+** symbol next to the fields

The Text Field Overflow symbol appears as a plus sign next to form fields and can cover text when the file is printed. For best results, turn this preference off.

1. Choose *File > Save* to save the file to your computer. Then open Acrobat Reader and the file.
2. Choose *Edit > Preferences (Windows)* or *Acrobat > Preferences (Mac OS)*, and select Forms on the left. Unclick the third check box down, "Show text field overflow indicator."

**CITY OF BLOOMINGTON
ADDENDUM TO EMPLOYMENT APPLICATION
POSITION: COMMERCIAL PROPERTY APPRAISER**

Name _____

February 2010

TO: All Job Applicants - Completion of this addendum is required in order to more accurately evaluate your qualifications for the position of Commercial Property Appraiser. Please complete thoroughly. If there is insufficient space to complete an answer, continue your response on an additional page. Include the number of the question you are answering and maintain the same format.

Minimum Qualifications:

1. Do you possess at least two years work experience as a property appraiser?
Yes _____ No _____
If yes, Name of Employer _____ Position Title _____
Dates of Employment: From _____ (mo./yr.) To _____ (mo./yr.)
Nature of duties and responsibilities: _____

2. Describe your knowledge of Minnesota Property Tax laws, sales ratio studies, and assessment preparation: _____

3. Are you certified by the Minnesota State Board of Assessors? Yes _____ No _____
If yes, license number _____

4. Please describe your work experience with the following:
PC Applications: _____

MS Word: _____

Excel: _____

5. Do you possess a valid driver's license? Yes _____ No _____
License number _____ State issued _____

Desirable Qualifications:

1. Do you possess a Bachelor's degree in Economics, Business, or a closely related field?
Yes _____ No _____
If yes, name of degree earned: _____
Name of college or university attended: _____
Dates attended: From _____ To _____
Please list coursework completed or attach a copy of transcript: _____

OVER

Desirable Qualifications (Cont.)

2. Please describe your work experience with the following:
Computer-assisted mass appraisal (CAMA) systems: _____

GIS applications: _____

3. Please describe any basic and/or advanced coursework completed, sponsored by a recognized assessor or appraisal organization.
Name of training provider: _____
List courses completed **and** dates attended: _____

4. Describe your knowledge of appraisal methods and techniques, real estate terminology, and your understanding of investor psychology for income producing properties. _____

5. Please describe any work experience you possess as a Commercial-Industrial Appraiser, including taxpayer appeals and tax court.
Name of employer: _____ Position Title: _____
Dates of Employment: From _____ (mo./yr.) To _____ (mo./yr.)
Nature of duties and responsibilities: _____

6. Do you possess advanced designation with MN State Board of Assessors, assessor's organization, or appraisal organization? Yes _____ No _____
If yes, please provide a copy.

7. Do you possess a MN Dept. of Commerce appraisal license? Yes _____ No _____
If yes, please provide a copy.

I certify that all answers to the above questions are true and understand that any false information will be cause for rejection of this application or termination of employment.

Signature Printed Name Date