



Employment Policy and Application for Employment

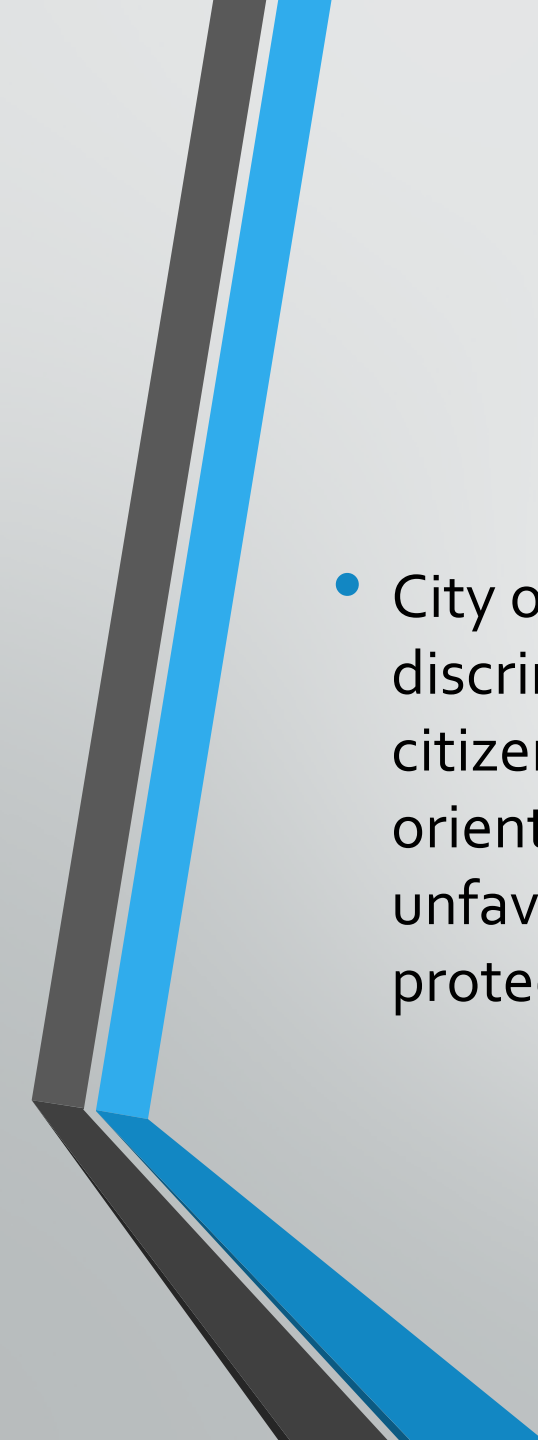
To ensure the CLC has a clear process, which has been formally implemented, and further will be followed by ALL stakeholders including applicants and staff.

City of Lake City: Application for Employment

Of note, you can scan or take a picture of the ensuing 'QR' code or follow the provided link.



[Application for Employment - City of Lake City - Vautaw - 04142023 \(002\).pdf](#)



City of Lake City: Application for Employment Policy

- City of Lake City is an equal opportunity employer, and further **does not** discriminate in employment regarding race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.



Equal Employment Opportunity and Discrimination Policy:

The City of Lake City is committed to promoting and assuring equal employment opportunities for all current and prospective employees.

- It is the City's policy not to discriminate against any employee or applicant based on his/her race, color, age, sex, national origin, religion, marital status, sexual orientation, disability, genetic information, or any other legally recognized status entitled to protection under local, state and federal anti-discrimination laws in all instances, including:



EEO and Discrimination Policy:

- All matters related to recruitment and advertising.
- All matters related to hiring and initial selection for employment; and all aspects of employment, including, but not limited to, compensation, promotion, demotion, transfer, lay-offs, corrective action, termination, leaves of absence, training opportunities and other terms and conditions of employment.
- All employees, including, but not limited to, managers, supervisors part-time or seasonal staff, and elected officials, so no one has the authority to engage in any conduct or activity which would constitute discrimination.
- Any employee who feels that they have not been treated in accordance with this policy should promptly report the incident(s), either verbally or in writing, to any of the following, including your respective manager, the City Administrator or the Mayor.



EEO and Discrimination Policy; Continued.

The complaint may be in writing, or if more comfortable a verbal attestation may suffice.

- It is helpful, but not required, to provide a written record of the date, time, nature of the incident(s), and the names of any witnesses.
- The policy prohibits retaliation against employees who bring complaints of discrimination or who assist in investigating such complaints. Any employee bringing a complaint of discrimination or assists in the investigation will not be adversely affected in terms and conditions of employment, nor shall any employee take action or act against a complainant that is intended to discourage the complaint, and further retaliation could result in disciplinary action, up to and including termination.
- The City of Lake City is dedicated to maintaining a working environment free of discrimination and based on professionalism.
- The city expects that all employees will continue to act responsibly to fulfill the City's commitment to working in an environment free of discrimination.
- An employee with a question concerning this policy should contact the City Administrator or the Mayor.



Disabilities Discrimination Policy:

The City of Lake City is committed to complying with all applicable provisions of the Americans with Disabilities Act as amended ("ADAAA"). It is the City's overt policy not to discriminate against any individual on the basis of disability in regard to recruitment, hiring, advancement, termination or any terms or conditions of employment. Consistent with this policy of non-discrimination, the City of Lake City will provide reasonable accommodations to an employee with a disability who is a qualified individual, as defined in the ADAAA, who has made the City of Lake City aware of his or her disability, provided such accommodation does not constitute an undue hardship to the City. Any employee with a disability who believes that he or she needs reasonable accommodation to perform the essential functions of the job should contact the Mayor or the City Administrator.

- Any employee who feels that he or she has not been treated in accordance with this policy should contact the Mayor or City Administrator.
- The City prohibits and will not tolerate retaliation against any employee who requests reasonable accommodation or makes a good faith complaint under this policy.
- Any job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should contact the Mayor or City Administrator.



Notice to Applicant; Policy:

- Submission of this application does not establish any obligation for the City of Lake City to interview or hire you and; both parties may terminate employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Lake City has the authority to make any assurances to the contrary.



Notice to Applicant:

- As a general rule or standard, it is the objective of the City to employ personnel with the requisite skills, education, and professional experience to meet the needs of the community for each position or work assignment, and no applicant for employment will be discriminated against or given preferential treatment; in some instances, the physical standards may be more stringent, due to the physical nature of the position, though adherence to standards will still apply and appropriate accommodations will be made.



Notice to Applicant:

- In addition, it is our policy to ensure new hires are authorized to work in the United States, as per established laws and standards, and further the City will not discriminate based upon national origin or citizenship. Pursuant to the Immigration Report and Control Act of 1986, all individuals who are offered employment will be required to submit requisite documentation or proof of identity and employment authorization along with a signed (I-9) form, and related oaths congruent with the law.



Applicant Attestation and Signature:

I attest with my signature below that I have given to City of Lake City true and complete information on this application.

- No requested information has been concealed.
- I authorize the City of Lake City to contact references provided for employment reference checks.
- If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.



Applicant Information:

This section was added to obtain relevant application data.

- Of note, if your application is incomplete or includes inaccurate information, this may be grounds for further consideration, or if hired may be grounds for termination.
- Please thoroughly review this application and complete the ensuing fields.



Applicant Information; Continued:

- Date, Name, Address, Email address, home telephone number, and mobile telephone number.



Additional Questions:

- Are you eligible to work in the U.S.?
- Are you at least 18 years or older? (If not, you may be required to provide authorization to work.)
- Have you ever been terminated from employment or asked to resign by an employer? If yes, please provide employer, supervisor's name, and details regarding the termination.
- Can you work any shift?
- Can you work overtime and/or weekends?
- Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?



Employment Desired:

- Date you can start
- Hourly rate or salary Desired
- Part-time or full-time
- Position Desired
- Are you currently employed?



Referral Source:

- How did you hear about us?
- Have you ever worked in the city?
- Do you know anyone who works for our city?



Education / Employment History / References:

- Please provide a chronological record of your education and significant training/licenses.
- Employment History
- References



Notice to STAFF:

- We can accept applications anytime though we should share our current open positions; if any.
- Applicants can send, mail, or bring printed copies, or we'll take electronic copies.
- For applicants that are seeking 'employment', please follow the ensuing steps:
 1. Upon receipt of the application/correspondence, you need to forward a copy to the Mayor, City Administrator, and the Chair of the Personnel and Finance Committee.
 2. The City Clerk will need to retain the original or a printed copy in the City Hall files per retention schedules.
 3. If the contact is seeking 'appointment' to a city board or planning group.
 - Please have them email or provide a printed letter to initiate the appointment process and forward the information as previously outlined or directly to the requisite board.



Additional Questions or if you need assistance, please contact:

Robert C. Vautaw

City Administrator

City of Lake City, Michigan

115 W John St, P.O. Box 1

Lake City, MI 49651

vautawr@cityoflakecity.com

Office: 231.839.4561, ext. 102