



MICHIGAN CITY INDIANA

Personnel Department- Andrea Smith, Director- Phone: 219.873.1427- Fax: 219.873.1552- email: asmith@emichigancity.com

October 12, 2020

NOTICE OF JOB VACANCY IN-HOUSE TRANSFER

DEPARTMENT: MUNICIPAL AIRPORT
POSITION: Lineman/Laborer – Part-Time
SALARY: \$13.21 Hourly

The City of Michigan City Municipal Airport seeks applicants for a Part-Time Lineman/Laborer. Duties include fueling aircraft; airport grounds maintenance including snow removal and seasonal grounds keeping; receipt and record fuel invoicing in computer; and answer telephone calls, questions, and customer inquiries.

Must be able to perform minor building and mechanical maintenance and repairs. Applicants must be able to operate power lawn equipment and small power tools and be able to routinely lift 40 lbs while climbing a ladder. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases and mists.

Applicants should possess desire to work in a dynamic environment and take on change. Knowledge and use of small engine equipment, and hand tools. Must be able to work a flexible schedule including weekends and holidays, and have a valid driver's license. High school diploma or equivalent required. Work schedule is currently 25 hours per week.

Applications for transfer will be accepted through Tuesday, October 20, 2020 at the Personnel Department. However due to COVID-19, please call 873-1408 and an application will be brought out to you. There is also one attached to this Notice of Vacancy. Upon completion, please place your application in the drop box in the front of City Hall.

The City of Michigan City is an Equal Opportunity Employer all qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation.

DUANE PARRY- MAYOR

City of Michigan City - City Hall- 100 East Michigan Boulevard, Michigan City, IN 46360- 219.873.1400- fax 219.873.1515
web – emichigancity.com e-mail – dparry@emichigancity.com

CITY OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: _____ Today's Date: _____

Are you seeking: Full-Time Part-Time Temporary/Seasonal employment? Start Date: _____

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Street Address _____ City _____ State _____ Zip _____

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes No
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Social Security Number (optional) _____

Have you ever applied here before? Yes No If yes, when? _____
 Were you ever employed here? Yes No If yes, when? _____
 Do you have relatives working for the City? Yes No If yes, department. _____
 If yes, relationship. _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes No
 If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes No
 If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes No
 Driver's License Number: _____ Class of License _____

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes No
 If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). _____

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			

What skills or additional training do you have that relate to the job for which you are applying: _____

What machines or equipment can you operate that relate to the job for which you are applying: _____

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____	
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____	
SUPERVISOR	TELEPHONE	REASON FOR LEAVING	

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____	
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____	
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Have you worked or attended school under any other name: _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. _____			
Are you presently employed? _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom should we contact? _____			
Have you ever been fired from a job or asked to resign? _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain. _____			
List three references, not relatives or former employers:			
Name:	Address	Phone	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Please Read Each Statement Carefully Before Signing

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: _____ Date: _____