



Clerk, Treasurer, Financial Director

The City of Alpena is accepting applications for the position of Clerk/Treasurer/Financial Director. Minimum requirements shall be, but not limited to: Bachelor's Degree in accounting, finance, business administration, or related field, or a minimum of five years' of progressive experience in accounting/finance. Salary range is \$64,303 – \$90,025. A copy of a high school diploma or transcripts and copy of college transcripts must be submitted with the application. City of Alpena employment application required. Application and full details may be obtained at the City website www.alpena.mi.us or from Kathy Himes, Human Resources Director, City Hall, 208 N. First Avenue, Alpena, MI 49707; phone (989) 354-1714; email kathyh@alpena.mi.us. Veteran's preference awarded. Deadline for submitting application and other data is July 21, 2017, at 4 p.m. EEO employer.

CITY OF ALPENA

JOB DESCRIPTION

Job Title:	City Clerk/Treasurer/Finance Director
Appointed by:	City Council per City Charter
FLSA:	Exempt
Supervised by:	City Manager
Supervises:	Clerk/Treasurer's Office Personnel

GENERAL SUMMARY

Under the general supervision of the City Manager, coordinates accounting functions and investment of City funds. Establishes standards and methods for accounting procedures to record, control, and report on funds received from various sources as well as all expenditures and current assets and liabilities. Reviews financial activities of other departments with respect to budget preparation and control, debt management, internal auditing, and associated reporting. Administers City's retirement system and serves as Secretary to the Board. Acts as Clerk to City Council. Administers City elections.

ESSENTIAL DUTIES

1. Directs the maintenance and control of all accounting and financial reporting systems in a manner consistent with established and accepted municipal accounting principles and practices.
2. Establishes procedures to be used throughout the City to maintain a cost accounting system for labor, materials, and overhead that is in conformance with state and federal standards.
3. Maintains finance system to produce revenue, cost, financial, and statistical data for management purposes.
4. Coordinates activities with other department directors through the City Manager to obtain data and aid in preparing the annual City budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget.
5. Invests City funds. Investigates and examines various investment options in order to achieve best possible rate of return. Reports investment activity to Council on a quarterly basis.
6. Oversees City's record retention.

7. Reviews controls and procedures of financial system to assure that expenditures do not exceed appropriations.
8. Administers City's retirement system, performs retirement estimates for active employees, and serves as Secretary of the City's Retirement Board. Works with City's actuary to obtain annual actuarial report.
9. Administer the City's post-retirement health care system, serves as Secretary of the City's post-retirement health care board, and works with the City's actuary to obtain the actuarial report that is required every three years.
10. Responsible for City's Liability and Property Insurance and related functions such as, but not limited to, processing claims, review/revision of City contracts for insurance compliance, annual renewal, etc.
11. Responsible for submitting the required documents of the State of Michigan, Department of Treasury, in order to receive the annual City, Village, and Township Revenue Sharing (CVTRS).
12. Freedom of Information Act (FOIA) Coordinator.
13. Serves as Clerk to City Council.
14. Administers all City elections.
15. Directs staff in the collection of revenue due the City.
16. Responsible for the collection of taxes.
17. Administers a decentralized purchasing policy system and is responsible for compliance of all purchases with appropriate law and Charter provisions.
18. Oversees annual independent audit, provides management discussion and other information required for CAFR.
19. Administers Deferred Compensation Plans.
20. Performs those duties as described in Chapter 7 of the City Charter, as amended by City Council.
21. Performs other duties as required.

ESSENTIAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Possession of a Bachelor's Degree in accounting, finance, business administration, or a related field, with course work in data processing, business law, and financial planning is required. Relevant, progressive experience will be considered in lieu of or in addition to education.

EXPERIENCE

- a. A minimum of five years of progressively more responsible public accounting/finance experience, preferably in a municipality, or the equivalent, is required.
- b. Must be certified as a Michigan Notary Public within 90-days of appointment.
- c. Designation as a Certified Municipal Clerk (CMC), Certified Municipal Finance Administrator (CPFA) and/or Certified Municipal Finance Administrator desired. Certifications may be obtained within three-years from appointment.
- d. Extensive computer experience is required.
- e. A valid Michigan driver's license and an excellent driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk or stand and talk or hear. The employee frequently is required to sit. The employee is frequently required to use hands and fingers to handle, feel or grasp; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee occasionally is requested to climb or balance; and lift and/or move moderately weighted items. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential duties.

The work environment contains a moderate level of noise.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

CITY OF ALPENA
Administrative Employee Benefits Summary
FY 2017-2018

Annual; Deferred Compensation

Employees hired before July 1, 2010 - Four percent (4%) of gross wages in prior calendar year paid in July. Available to employee through AXA-Equitable and/or Nationwide Retirement Solutions.

Employees hired on or after July 1, 2013, will not be eligible for the annual deferred compensation payment.

Flexible Time Off

Occasional time off of four (4) hours or less, without using vacation time, will be allowed provided that the employee notifies the City Manager or designee in advance. For short periods of time of approximately two (2) hours or less, simply notify your Department Head or the Manager's Office. Occasional time off will be allowed provided the requesting employee worked part of the day in which time off is requested and the requested time off is not periodic in nature.

Time off of more than four (4) hours will be allowed by the City Manager or designee, on a case by case basis, where an employee has worked an exceptional number of extra hours or exhausted his/her supply of vacation days or personal days, provided that the City Manager or designee has approved the request in advance.

Funeral Leave

An employee will be permitted, upon properly notifying his or her supervisor, to be absent from work without loss of pay upon the occurrence of the death of a member of the employee's immediate family as follows:

- A. When death occurs in an employee's immediate family, i.e., spouse, parent, child, brother, sister, step parent, or parent of the employee's current spouse, the employee, upon request to the department supervisor, will be excused for up to three (3) normally scheduled working days.
- B. The employee may be excused for up to one (1) working day upon the death of the brother or sister of a current spouse, the spouse of a brother or sister, employee's grandchild, or the employee's paternal or maternal grandparents, provided the employee attends a service relative to the deceased or attend to the needs of the family member. .

Holidays & Personal Days

New Year's Day, Good Friday, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Additionally, there will be five (5) personal days after 1040 regular work hours. Personal days can be used in four hour increments. Personal Days must be used within the fiscal year in which they are awarded. They cannot be carried over.

Dental Insurance

Full cost of dental Insurance will be paid by the City through Delta Dental or an equivalent plan.

Life Insurance

The City will pay the full cost of the present life insurance plan through Dearborn National or an equivalent plan whereby employees are insured for \$25,000.00. The City will pay the premiums for \$2,000.00 life insurance covering employees who retire.

Health Benefits as of 7/01/2017

The current health insurance will remain in effect until December 31, 2017. The employees cost share will be 20% of the monthly premium.

All regular, full-time employees shall be eligible for health insurance coverage under the current Blue Cross Blue Shield cafeteria plan. Employees may choose one plan that best suits their needs. Currently, the City offers two high deductible plans (SB1300 HSA & SB2000 HSA) with a Health Savings Account through Health Equity, a Blue Cross Blue Shield of Michigan partner. The City contribution to the HSA will be determined when the City receives rates for the next calendar year. Traditional plans that are offered (SB 500 & SB 1000) will be eligible for Flexible Saving Accounts. These accounts will be managed through the City with annual allotments being determined when the City receives rates for the next calendar year.

Health insurance plans with Blue Cross Blue Shield will have a VSP 12/12/12 vision rider and a hearing rider.

Rates, co-pays, FSA, and HSA amounts for the upcoming calendar year will be provided to employees before open enrollment, so employees can make informed decisions when selecting health insurance.

If the City needs to bid out insurance coverage during the term of this contract, or make changes to existing plans, the City will form a committee made up of one member from each union group and administration to evaluate and help determine any necessary changes.

Two married City employees or a dependent of an existing employee that is also employed by the City must select one health and dental insurance plan to cover both individuals (and any dependents). If two married employees or the employed dependent of the existing employee are in different employee groups, then the employees must select one coverage plan. They will not be eligible for the opt-out incentive.

Active employees who are eligible for health insurance coverage provided by the City and who have an alternate source of health insurance may elect to not be covered. Employees may opt-out of the City's health insurance at any time. Payments will be prorated on a full-month basis for the opt-out and paid in June for each month the eligible employee chose not to be covered by the City-provided health insurance in the preceding fiscal year. Employees must notify Kathy Himes in the City Manager's office of their desire to opt-out in advance of BC/BS billing deadlines. Employees who opt-out must provide creditable coverage information to the City Manager's office when opting-out. The opt-out payments are not considered wages for retirement purposes. If an employee leaves the employment of the City prior to the end of the fiscal year, the prorated opt-out payment will be included in the employee's final payout. City Employees who may be covered under their spouses City plan do not qualify for the opt-out payment.

	Yearly	Monthly
Single-Person Plan	\$2,000.00	\$ 166.67
Two-Person Plan	\$4,000.00	\$ 333.33
Family Plan	\$6,000.00	\$ 500.00

Employees who opt-out of the health insurance coverage provided by the City may elect to opt-in to the City's health insurance coverage as follows:

1. Employee has a Qualifying Life Event, as outlined by the federal government.
2. Employees whose spouse is employed somewhere other than the City, the employee can opt-in at the annual open enrollment in November of each year or when they or their spouse lose their other health insurance coverage.

3. Employees whose spouse is employed by the City, the employee can switch their family health insurance coverage contracts only at the open enrollment in November of each year.
4. For employees who opt-out as an active employee, yet want to have health insurance as a retiree, they must opt-in at the annual open enrollment in November preceding their retirement date.

Retiree Health Benefits for Employees Hired Prior to 7/1/09

1. To be eligible for City-paid health insurance at retirement, an employee must be:
 - a) vested in the City's retirement program at time of retirement;
 - b) currently enrolled in the City's health insurance plan; and
 - c) transfer from active employee status to retiree status.

If an employee does not transfer to a retiree suffix at retirement, City-provided health insurance will not be available at a later date.

2. Retirees will have the same health care insurance as active employees unless the retiree chooses lower coverage available through an existing retiree health insurance suffix. If the retiree chooses a high deductible plan that offers a HSA, the City will not contribute to the HSA plan. However, retiree contributions may be deducted from the pension (if applicable) and sent to the HSA account on their behalf. .

If the retiree is not satisfied with their coverage, they will have the option of permanently transferring to an existing suffix that has lower coverage during the annual open enrollment period, if one is available.

3. If a retiree chooses to leave the City's group health care plan, they cannot come back into the City's group at a later date.
4. The City will pay for a percentage of a retiree's individual cost of health insurance based on years of service as follows:
 - a) Five (5) years of service through fourteen (14) years of service – 75%
 - b) Fifteen (15) or more years of service – 100%.

The City will pay the first 5% of any premium increase in each year after the employee retires. Any increase above 5% in the year will be paid by the retiree. However, when a retiree becomes eligible for Medicare (generally at age 65), the retiree is required to sign up for Medicare as their primary coverage. For employees who retired October 31, 2005, through June 30, 2013, the amount paid by the City for Medicare Complementary Coverage will be readjusted to 75% or 100% of the premium (as described above). The 5% caps described above will then be applied to these new amounts.

However, effective for those who retire on or after July 1, 2013, the employee cost share will not reset as indicated above when the retiree elects Medicare. The cost share will remain at the same level as they had when they elected Medicare. Thereafter, the City will pay the first 5% of any premium increase in each year after the employee retires. Any increase above 5% in the year will be paid by the retiree.

A retiree is responsible for 100% of the cost of his/her Medicare premium.

5. The City pays an amount for the retiree's premium only; there is no City payment for dependent coverage. Retiree health insurance is for the retiree only. Effective July 1, 2013,

retiree health care is offered to the retiree only and does not cover spouses of dependents. However, spouses who qualify for Medicare, may be eligible to join the City sponsored Medicare Advantage plan. The employee must be on the Medicare Advantage Plan before the spouse can be added. Contact the Human Resources Office for details.

6. OPT-OUT

A retiree who chooses not to participate in the City's health care plan may elect to opt-out. They may choose to opt out:

- a) during their active-employee status; or
- b) at time of retirement; or
- c) during retirement period.

The City will pay the same opt-out amount as active employees receive. The opt-out amount will be prorated on a full-month basis for the opt-out and paid in June for each month the eligible retiree chose not to be covered by the City-provided health insurance in the preceding contract year. The payment will be subject to federal, state, and social security taxes, if applicable.

To reiterate, if a retiree chooses to leave the City's group health care plan, he/she cannot come back into the City's group at a later date

- 7. Other administrative issues not covered under this policy shall be administered according to the City's health care provider's policies.

Retiree Health Benefits for Employees Hired On or After 7/1/09

Employees will not be afforded City-paid health care at retirement. Also, retirees hired on or after this date will not qualify for the opt-out payment.

AFLAC Program

This program allows employees to purchase various types of insurance, i.e., cancer, hospital, disability, etc., on a before-tax basis through payroll deductions. This program is not sold or managed by the City. This is a supplemental, stand-alone policy.

Employee Assistance Program (EAP)

The City provides an Employee Assistance Program (EAP) at no cost to employees. The EAP is designed to help employees and family members deal with personal problems and concerns.

Exercise Room

An exercise room (located at the public safety facility) is available to all City employees and their immediate household. Refer to CPS 25 for details.

Long-Term Disability

The City provides insurance through Dearborn National. Coverage would start three months after disability begins or after sick leave is exhausted.

Sick Leave

Employees hired before May 19, 2003, will receive 120 days on their date of hire. For employees hired on or after May 19, 2003, the number of sick days is 90. If an employee uses sick leave, they will not gain that time back until six-month time has passed. For example, if one sick day is taken on January 15, the employee will gain that day back on July 15. Any sick day taken after January 15 will need to wait a full six-months from the date the day was taken before it is added back into the sick bank.

Travel Insurance

The full cost of a CNA Travel Accident Insurance Policy will be paid by the City.

Jury Duty

It is agreed that the City shall share in any wage loss incurred by an employee because of jury service. The City shall pay the difference between the amount received for such jury services on the day such employee would have been regularly scheduled to work at his or her regular rate of pay.

Leave of Absence

Regular, full-time employees with five (5) years or more of seniority may, upon written request and approved by the City Manager, be granted a leave of absence without pay and without City-paid benefits of not more than thirty (30) consecutive days. An employee absent on such leave who engages in other employment or who fails to report for work on or before the expiration of the leave will be considered as having quit. Such leave shall not be granted until exhaustion of the employee's available vacation and personal leave, if any.

Merit Pay Plan

All employees not covered by a collective bargaining agreement are "merit" employees. A pay grade and classification system is in place. City council has, to date, periodically adjusted the pay plan with an annual, cost-of-living adjustment (COLA) to keep wages competitive. Neither merit nor COLA increases are guaranteed.

Direct Deposit of Payroll Wages

Direct deposit of payroll wages is required for all employees.

Mileage Reimbursement

The City Manager and City Clerk will set the mileage reimbursement rate considering both budgetary constraints as well as the IRS rate.

City Vehicles

Some administrative employees who are provided a City vehicle for business use are also allowed to use the vehicle for commuting. Employees can only use said City vehicle for commuting if, and only if, the employee lives within the City limits, except for employees approved in advance by the City Manager for public safety purposes.

Military Leave

Regular, full-time employees shall be eligible for unpaid Military Leave in accordance with state and federal laws, and in the same manner as represented employees.

Residency Requirement

Administrative and non-union employees shall reside within twenty (20) miles from the nearest City limits per Michigan Public Act No. 212 of 1999.

Retirement Pension for Employees Hired Prior to 7/1/09

Employee contribution: General 3.5% of gross earnings. General Eligibility - Age 60 with 5 years of service or age 55 with 15 years of service.

Pension Multipliers as follows:

The present retirement system for the General Members shall continue and effective July 1, 2003, the City shall compute the pensions payable upon retirement at 2.25% times the number of years, and fraction of a year, of his/her credited service earned prior to July 1, 2003, plus 2.5% times the number of years, and fraction of a year, of his/her credited service earned after July 1, 2003, times the final average compensation. Compensation for retirement purposes shall not include overtime pay of non-union hourly employees. Final Average Compensation (FAC) is the highest 24 months of the last 10 years, need not be consecutive, but must be in units of twelve consecutive months.

Retirement Pension for Employees Hired On or After July 1, 2009

Employees are subject to a Defined Contribution Plan. The City will contribute 5% of gross wages of the prior calendar year wages. Affected employees shall participate in a Defined Contribution plan with a mandatory 2% contribution. This contribution shall be deducted from the employees pay beginning the first pay date in January 2016.

Vacation (for employees hired before May 19, 2003) Increases Earned on Anniversary Date

1 - 4 years employment 11 work days(88 hours)
5 - 10 years employment 3 weeks(120 hours)
11 - 14 years employment ... 18 work days(144 hours)
15 - 19 years employment ... 4 weeks(160 hours)
20 - 24 years employment ... 5 weeks (200 hours)
25 and over 6 weeks(240 hours)

Vacation (for employees hired on or after May 19, 2003) Increases Earned on Anniversary Date

1 - 4 years employment 11 work days(88 hours)
5 - 10 years employment 3 weeks(120 hours) 5 – 8 years
11 - 14 years employment ... 18 work days(144 hours) 9 – 14 years
15 - 19 years employment ... 4 weeks(160 hours)
20 and over..... 5 weeks (200 hours)

Vacation Carryover

Up to 10 days of unused vacation can be carried forward to the next fiscal year.

Vacation Proration for New Hires

Vacation shall be prorated for the employee with less than one year of service to the City of Alpena. Said proration will be based on the number of months the employee worked prior to the beginning of the fiscal year, July 1, divided by 12, and multiplied by the vacation allotment given to employees after one year of employment. In no case shall the employee be granted any vacation until after completing their six-month probationary period. Any vacation earned by an employee with less than six months service prior to the beginning of the fiscal year, July 1, will be granted that portion of vacation earned up to the beginning of the fiscal year after completing the six-month probationary period.

Employee Purchase of Prior Military Service for City Retirement Credit

Employees may purchase City retirement service credit for military service performed prior to enrollment in the City Retirement System subject to the following:

- Military service credit may be purchased by employees at the true and full, actuarial-determined cost.
- The purchase of military service credit will not be subsidized by the City of Alpena or the City of Alpena Employees Retirement System.
- Upon the written request of an employee to purchase military service credit, the City Clerk shall obtain a cost from the City’s actuary to prepare a study to determine the true and full actuarial cost. Upon payment of the cost of the study by the requesting employee, the City Clerk shall authorize the actuary to prepare the study.
- After completion of the study, the employee will have 60 days from receipt of the actuarial study to pay the full cost of the purchase of military service credit. If the employee decides to purchase the military service time after 60 days, a new study will need to be prepared at the employee’s cost.
- Military service credit may be purchased at any time prior to retirement.
- The maximum buy-back is 3 years.
- Military service which may be purchased is for active duty as a member of the armed forces of the United States. This includes the Army, Navy, Air Force, Marine Corps, Coast Guard, Auxiliary Corps as established by Congress, member of the Army Nurse Corps, Navy Nurse Corps, or Red Cross

Nurse who has served in the Army, Navy, or hospital service of the United States. A copy of the employee's DD214 is required to be submitted as verification of service. The military discharge must be honorable.

Flu Shots

Flu Shots will be provided each year to interested employees and billed to the employee's health insurance. The City will not pay for this service, as it is provided as a preventable care provision on your health insurance plan.

Wellness Program

The City has a Wellness Program available to employees. The Wellness Program is administered under City Council Policy Statement No. 40 and managed by the Human Resources Director.

NOTE: Some of the information contained in this administrative benefits summary is a summary of other written documents (for example, insurance and retirement benefits). The summary contained in this administrative benefits summary is not a complete restatement of the other documents. If there is any conflict between this summary and the other, more detailed documents, the other documents will control.



City of Alpena

APPLICATION FOR EMPLOYMENT

CITY HALL

208 NORTH FIRST AVENUE

ALPENA, MICHIGAN 49707-2885

Phone (989) 354-1700

Fax (989) 354-1709

www.alpena.mi.us

To the Applicant: We appreciate your interest in our City and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or handicap, height, weight, Genetics (GINA) or any other protected status.

PERSONAL

Name _____ Date of Application _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Telephone No. _____

Are you 18 years or older? Yes No

Are you a U.S. citizen? Yes No

Are you authorized to work in the United States? Yes No

Have you been previously employed here? Yes No If yes, date(s) _____

Supervisor Name(s) _____

Have you filed an application before? Yes No If yes, date(s) _____

List any friends or relatives working here _____

What method of transportation will you use to come to work? _____

EMPLOYMENT DESIRED: Position(s) applied for _____

Kind of work sought: Full Time Part Time Other _____

If part-time, specify hours and days desired _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to start work _____
(be as specific as possible)

Are you related to the Mayor, Council persons, City Manager, or their spouses? Yes No

If yes, explain relationship: _____

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.
Under Michigan law only, disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's right under the Americans with Disabilities Act. Failure to properly notify the City may preclude any claim that the employer failed to accommodate the disabled individual.

EMPLOYMENT EXPERIENCE (List current or most recent job first)

1

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

2

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

3

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

4

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

5

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

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	Name/Location	Years Completed	Diploma Degree	Course of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

List any other educational training _____

REFERENCES: (Do not include relatives or former employers)

	NAME	ADDRESS (Street Address, City, State, Zip)	PHONE NUMBER	YEARS ACQUAINTED
1			()	
2			()	
3			()	

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If yes, what branch? _____ Rank at discharge _____ Date of discharge _____

Are you in the reserves? Yes No If yes, date obligation ends _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a crime? Yes No If yes, where, when, and nature of offense _____

Do you have a valid driver's license Yes No License No. _____ (Required) _____ (State)

List professional, trade, business, or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veteran status, height, weight, or age.

State any additional information that you feel may be helpful to us in considering your application. _____

Name, address, and telephone number of the person to be notified in the event of accident or emergency. _____

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment, education, criminal history, medical history (post-offer only), or credit history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the City Manager of Alpena. I agree that I shall be bound by the other rules, policies, regulations, and terms and conditions of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager or his designated representatives. I hereby authorize the City to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to, the City during the course of my employment.

I agree that any action or suit against the City, its agents or employees, arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the City, in which the City prevails, I will pay to the City any and all such costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer physical (if such physical is required) are known.

Signature

Date

Applicant's Email Address: _____