



## **Applying with the City of Lake Forest Park**

The City of Lake Forest Park is an equal opportunity employer. No applicant will be illegally discriminated against. Employment decisions are made based on the candidate's demonstrated knowledge, skills and abilities through their prior work experience, education and the interview process. Factors such as race, color, sex, creed, religion, age, marital status, sexual orientation, national origin, citizenship, disability, or veteran status is not only illegal but also inconsistent with the values of the City.

Applicants who believe they have been unfairly discriminated against should contact the Human Resources Department, City Administrator or Mayor.

*The following is general information about the City's application process. Some positions are under a collective bargaining agreement. In cases where the bargaining agreement and this information differ, the bargaining agreement governs.*

### **At Will Employer:**

As a Washington employer, the City considers its employees "at-will." That means that the City or the employee may terminate the employment relationship at any time, with or without cause, with or without notice. As a professional courtesy, the City does ask that employees provide a minimum of two weeks notice when terminating employment.

### **Job Posting:**

Job opportunities are posted as they become available. Typically, opportunities are posted on the City's website and NWclassifieds (online). Jobs might also be posted with other cities and in other written or electronic publications. Applicants can also find information about available jobs at the front counter of City Hall.

### **Applications and Resumes:**

All applicants must submit a completed application. They may also be requested to submit a resume. However, writing "see resume" on the application is not acceptable and does not take the place of completing an application. Submitted and incomplete applications may prevent consideration of the candidate for the opportunity to interview.

Applications are available at the front desk of City Hall, the website, and by regular standard mail.

**Unsolicited Resumes:**

The City does not accept unsolicited resumes or applications for which there is no job opening available. Applicants must indicate on their application what job opportunity for which they are applying.

**Closing Dates:**

All job opportunities will be open and resumes solicited for a minimum of 5 days. Review of applications and resumes will not occur until the closing date has passed, except in the case of ongoing or multiple openings, or seasonal or temporary opportunities.

The closing date is the last day that applications will be received. Postmarks are not considered “received” and applications received after the closing date will not be screened until after all other applicants have been considered.

**Notification:**

Applicants will not receive notification from the City if they are not selected for an interview. If invited to an interview, and subsequently not chosen for the position, the applicant will be notified by phone or mail.

**Applicant Files:**

Applications are kept on file for one year and then destroyed. Should an applicant decide to apply for future openings, within the one-year time frame, they must contact the Human Resources Department. The applicant will be asked to provide the month they last applied and for what position.

Applicants should never assume that they will automatically be considered for positions they applied to previously if the position once again becomes open.

**Human Resources Department Contact:**

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