

VOLUNTARY AFFIRMATIVE ACTION DATA

To be completed by applicant on a voluntary basis. Not for interview purposes.

**LAKE VIEW MEMORIAL
HOSPITAL & HOME**
325 11th Avenue
Two Harbors, MN 55616
(218)834-7300

**FILE SEPARATELY FROM
APPLICATION**

Government agencies require periodic reports on the sex, national origin, race, disability and veteran status of employees and applicants for employment. This data is for analysis and affirmative action only. Submission of information is voluntary, will be kept confidential and will not be used in any hiring decision.

Position applied for: _____

Date information given: _____

Applicant's Name: _____

Applicant's Address: _____

I do not wish to give any information: _____

If you do wish to give information:

Please check one: Male Female

Please check one: White Black Hispanic American

Indian/Alaskan Native Asian/Pacific Islander

Please check if any of the following are applicable:

- Disabled Individual
- Disabled Veteran
- Vietnam Era Veteran

This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation.

**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION POLICY STATEMENT OF LAKE
VIEW MEMORIAL HOSPITAL, INC. C&NC UNIT**

This is to affirm Lake View Memorial Hospital, Inc. & C&NC Unit's policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directive and regulations of federal, state, and local governing bodies or agencies thereof, specifically Minnesota Statutes Chapter 363, and of compliance with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Lake View Memorial Hospital, Inc. & C&NC Unit (LVMH C&NCU) will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance, and LVMH C&NCU will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified.

Employees and applicants for employment may file a complaint and/or assist in an investigation under the Minnesota Human Rights Act without fear of coercion, intimidation, interference, or discrimination by LVMH C&NCU.

LVMH C&NCU will take affirmative action to ensure that all employment practices are free of discrimination. Such affirmative action shall include, but not be limited to, affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rate of pay or compensation, and selection for training.

LVMH C&NCU will permanently post and conspicuously display this Policy Statement in areas available to employees and applicants for employment, such as bulletin boards and lunchrooms.

LVMH C&NCU will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding of the existence of and LVMH C&NCU's commitment to this Policy Statement.

LVMH C&NCU will commit the necessary time and resources, both financial and human, to achieve the goals of equal employment opportunity and affirmative action.

LVMH C&NCU fully supports incorporation of non-discrimination and affirmative action provisions in contracts.

LVMH C&NCU will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving affirmative action objectives as well as other established criteria. Any employee of this organization or subcontractor to this employer, who does not comply with this Policy Statement and its accompanying Plan, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the federal, state and local governing bodies or agencies thereof, specifically Minnesota Statutes 363, will be subject to appropriate legal sanctions.

Lake View Memorial Hospital, Inc. & C&NC Unit has appointed Maxine H. Lind to manage its Equal Employment Opportunity/Affirmative Action Program. Her responsibilities will include monitoring all Equal Employment Opportunity/Affirmative Action activities and reporting the effectiveness of this Affirmative Action Program, as required by federal, state and local agencies. The Chief Executive Officer of LVMH C&NCU will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact, Maxine H. Lind, EEO/AA Coordinator at LVMH C&NCU, 325 11th Avenue, Two Harbors, Minnesota, 55616, or call (218) 834-7300.



/ /

Administrator

Date