



APPLICATION FOR CITY BOARDS & COMMISSIONS

Return application to: 4141 Douglas Drive N, Crystal MN 55422

Fax: (763) 531-1188; Email: trudy.tassoni@ci.crystal.mn.us

Please check one: New Applicant Reappointment

Thank you for your interest in serving your community as a volunteer. Please indicate below the board or commission you would like to be appointed to. *(Note eligibility requirements - a member of a board or commission must be a lawful resident of Crystal and, if required, a resident of the Council ward from which they are appointed.)* The City will keep your application on file for one year.

- | | |
|---|---|
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Employee Review Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Environmental Quality Commission | <input type="checkbox"/> Watershed Mgt Organization – Bassett Creek |
| <input type="checkbox"/> Human Rights Commission | <input type="checkbox"/> Watershed Mgt Organization – Shingle Creek |
| <input type="checkbox"/> NW Hennepin Human Services Council | <input type="checkbox"/> West Metro Fire Board |

PERSONAL INFORMATION *(please print)*

Name _____ Length of residence in Crystal _____
First Middle Last

Street Address _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Employer _____ Occupation _____

STATEMENT OF INTEREST

Why are you interested in serving on this City board or commission? _____

IMPORTANT ISSUES FACING OUR COMMUNITY

What do you think are the most important issues facing our community over the next several years? _____

Describe what issues and ideas you would like to see addressed by the board or commission you would like to serve on. _____

COMMUNITY, CIVIC, OR VOLUNTEER EXPERIENCE

Please list your volunteer experience. _____

ATTENDANCE AND CONFLICT OF INTEREST

Are you aware of the meeting schedule for this board or commission and are you able to attend meetings regularly? Yes _____ No _____

(For reappointments only: If you have not been able to attend meetings regularly, please explain:

_____)

A conflict of interest may arise by your participation in an activity, action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. Do you have any legal or equitable interest in any business which, in the course of your participation on this board or commission, could give rise to a conflict of interest? Yes _____ No _____
(If yes, please provide details on a separate sheet of paper.)

As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

NEW APPLICANTS ONLY:

Have you attended and observed a commission meeting for which you've made application?

Yes, on _____ Not yet, but I will attend a meeting on _____
(date of meeting) (date of meeting)

EDUCATION AND PROFESSIONAL EXPERIENCE

Describe your education and/or professional experience. _____

REAPPOINTMENTS ONLY:

COMMISSION OR BOARD HIGHLIGHTS

Describe a highlight(s) or accomplishment(s) of the board or commission during your last term.

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and intended use of the information you are providing on this application. Pursuant to Minn. Stat. §13.601, your name, address, length of residence, occupation, education, training, civic affiliations, qualifications, and experience are public data and is available to anyone who requests the information.

The information you provide will be used to identify you as an applicant, enable us to contact you when additional information is required, send you notices, and assess your qualifications for appointment. This data is not legally required, but refusal to supply the information requested may affect the City Council’s ability to accurately evaluate your application.

Should you be appointed to a board or commission, pursuant to Minn. Stat. §13.601, your residential address and either home phone or Email address (or both) may become public information. The purpose is to list contact information for commission members on a roster.

I have read the data privacy notice given above and authorize investigation into all statements contained in this application. Furthermore, I authorize the City of Crystal to conduct a criminal history background check, pursuant to Crystal City Code Section 311.01, Subd. 2, for purposes of determining my eligibility for a volunteer position with the City.

MN Driver’s License or State ID Number: _____

Applicant’s signature

Date

Process

- Step 1 Complete an application
- Step 2 Return the completed application to the administrative services coordinator
- Step 3 Participate in an interview with the mayor or mayor pro tem, commission chair, and council liaison of the commission
- Step 4 New applicants only: attend a council meeting to be formally appointed to the commission

Office use only:

Received _____	Resides in Ward _____
Background Requested _____ done _____	Attended Meeting? Yes No
Interview Date/Time _____	Recommended? Yes No
Council Meeting _____	Appointed? Yes No
Term Expires _____	