



Board and Commission Application
for Appointments by the

Jacksonville City Council



JACKSONVILLE CITY COUNCIL Board and Commission Appointment Application

INSTRUCTIONS

This form may be typed, hand written, or filled out online and printed. Email or mail all completed, signed and notarized forms along with a current **RESUME** to:

Jacksonville City Council
Board and Commission Appointments
117 W. Duval Street, Suite 425
Jacksonville, FL 32202

Contact: Colleen Hampsey, Council Research Division

CHampsey@coj.net (904) 255-5151

To access this form online, go to
<http://www.coj.net/City-Council/City-Council-Appointments.aspx>

If you fill out the Application online and want to keep an electronic copy on your computer, use the "Save As" command under the "File" menu, and save the document to your hard drive. If you close the document without saving, your information will be lost.

The Application / Background Investigation Waiver must be notarized and accompany a current Resume.

Note: If you are appointed to serve on a City Board or Commission, various state and local ethics laws apply that guard against conflicts of interest that may arise from an overlap between your personal life and your service to the City of Jacksonville. Questions 17-19, 21, & 24-27 request information to assist in screening applicants for potential conflicts of interest. If you answer Yes to any of these questions, DO NOT WORRY! Conflicts happen and the only way to address them is to work with the Ethics Office and Office of General Counsel to review the information requested below.

APPLICATION FOR CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS

This form must be completed in full, signed, notarized and accompany a current resume.

1. Board(s) of Interest: _____

2. How did you hear / learn about this appointment opportunity? _____

Personal Information

3. Name: _____
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: _____
Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number Mobile: (area code) number

5. Business: _____
Business Name

Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number FAX: (area code) number

6. Email Address: _____

7. To which address do you prefer correspondence regarding this application be sent? ☐ Residence ☐ Business

8. Is your address exempt from Chapter 119, *Florida Statutes*, regarding Public Records? ☐ Yes ☐ No

If yes, please explain: _____

9. Your Gender: ☐ Male ☐ Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, *Florida Statutes*. [Access the Statute online.](#)

- | | | |
|--|--|--|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Asian American | <input type="checkbox"/> physically disabled |
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American | |
| <input type="checkbox"/> Hispanic American | | |

11. As of what date have you been a continuous resident of:

A. Duval County? _____
Month/Day/Year

B. Florida? _____
Month/Day/Year

12. Are you a U.S. Citizen? ☐ Yes ☐ No

13. Are you registered to vote in Florida? ☐ Yes ☐ No If yes, County of Registration: _____

Education

14. High School: _____

Name	City	State
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15. Postsecondary Institutions:	
<u>Name and Location</u>	<u>Dates Attended</u> <u>Certificate/Degree Earned</u>

Employment and Business Ownership

16. Provide the requested information for all employers within the last five years, beginning with the most current. Please elaborate in your attached resume.

A.	
Employer	Address

Type of Business	Occupation/Job Title	Dates of Employment
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[illegible]

Type of Business	Occupation/Job Title	Dates of Employment
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C.	
Employer	Address

Type of Business	Occupation/Job Title	Dates of Employment
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17. Are you (or your spouse or child) employed by, or an officer of, an entity doing business with or receiving funds from the City of Jacksonville (including independent authorities)? ☐ Yes ☐ No

18. Do you, your spouse, or your child own a business that is doing business with or receiving funds from the City of Jacksonville (including independent authorities)? ☐ Yes ☐ No

19. Do you engage in any consulting or contract work with a business that is doing business with or receiving funds from the City of Jacksonville (including independent authorities)? ☐ Yes ☐ No

Special Qualifications

20. List any special qualifications you think are relevant to your being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. **Please elaborate in your attached resume.**

Type or Name of License or Certificate

Number

Granting Agency

Date Granted

Name of Civic, Professional or Political Organization

Office(s) Held

Membership Dates

21. Are you (your spouse or child) a member (voting or non-voting) of any nonprofit or corporate boards that are doing business with or receiving funds from the City of Jacksonville (including independent authorities)?

☐ Yes ☐ No

22. Give any additional information you believe is relevant to your appointment to a board, commission, council, or committee. **Please elaborate in your attached resume.**_____

Ethical Disclosure

23. If required by law or administrative rule, will you file financial disclosure statements? ☐ Yes ☐ No

24. Have you been a registered lobbyist, or have you lobbied at any level of government at any time during the past four years? ☐ Yes ☐ No

If yes, did you receive compensation other than reimbursement for expenses? ☐ Yes ☐ No

Agency Lobbied

Principal(s) Represented

Dates

25. Have you been compensated to represent someone in front of the City of Jacksonville (including independent authorities) or someone who has been adverse to the City of Jacksonville (including independent authorities)? ☐ Yes ☐ No

26. Do you currently or will you (during the time you intend to serve on a board) represent any entity or individual against the City (including independent authorities) or receive proceeds from such representation? ☐ Yes ☐ No

27. Do you currently or will you (during the time you intend to serve on a board) appear before the City (including independent authorities) on behalf of any entity or individual (not including yourself/parents/spouse/child)? ☐ Yes ☐ No

28. Has probable cause ever been found that you were in violation of:
A. Part III, Chapter 112, *Florida Statutes*, the Code of Ethics for Public Officers and Employees? ☐ Yes ☐ No
B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code? ☐ Yes ☐ No
If yes to either above, please provide:

<u>Date</u>	<u>Nature of Violation</u>	<u>Disposition</u>

29. Have you ever been suspended from any public office or appointment? ☐ Yes ☐ No If yes, please provide:

<u>Title of Office</u>	<u>Date of Suspension</u>	<u>Reason for Suspension</u>	<u>Result (Reinstated/Removed)</u>

30. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.) ☐ Yes ☐ No
If yes, please provide:

<u>Date</u>	<u>Place</u>	<u>Nature of Violation</u>	<u>Disposition</u>

31. Have you ever been refused a fidelity, surety, performance, or other bond? ☐ Yes ☐ No
If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
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32. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed? ☐ Yes ☐ No If yes, please explain:

33. State law generally requires each Board and Commission member to physically attend meetings in person to establish the necessary quorum to conduct business. Do you foresee any difficulty that would restrict you from attending meetings in person? ☐ Yes ☐ No

History of Service

34. Have you ever been elected to any public office in Florida? ☐ Yes ☐ No If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>
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35. Have you previously been appointed to any other City of Jacksonville Board or Commission (including independent authorities) that required confirmation by the Jacksonville City Council? ☐ Yes ☐ No
If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>
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36. Each Board and Commission member is required to attend at least 75% of Board/Commission meetings to be considered by City Council for reappointment without having to be interviewed before the Council Rules Committee. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absence(s)</u>

37. Have you ever been employed by any local governmental agency (including independent authorities) in Jacksonville/Duval County? ☐ Yes ☐ No

If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>



JACKSONVILLE CITY COUNCIL
AUTHORITY FOR RELEASE OF INFORMATION
(Background Investigation Waiver)

APPLICANT'S FULL NAME: _____
First Middle Last Suffix(Jr./Sr./III/etc.)

MAIDEN NAME, IF APPLICABLE: _____

RESIDENTIAL ADDRESS: _____

RACE: _____ SEX: _____

I hereby authorize the release of personal information. A photocopy of this form will be as effective as the original. **Pursuant to Sections 943.13 (4), (5), and (7), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.**

Applicant's Signature

Date

JSO use only:

The following information will be deleted from public records:

BIRTH DATE: _____ BIRTH PLACE: _____
Month/Day/Year City State Country

DRIVER LICENSE: _____
Number State

CERTIFICATION / AFFIDAVIT

STATE OF _____ COUNTY OF _____

Before me, the undersigned Notary Public, personally appeared _____ who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the constitutions of the United States and of the State of Florida.

Signature of the Applicant

Sworn and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public

Print, type, or stamp commissioned name

☐ Personally Known OR ☐ Produced Identification

Type of identification produced