



**CITY OF PARK RIDGE**

505 BUTLER PLACE  
PARK RIDGE, IL 60068  
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www.parkridge.us

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**Board, Committee, and Commission Application Form**

Application for Appointment to the

\_\_\_\_\_ Board/Commission

Would you be interested in serving on another Board or Commission? Yes No  
If yes, please indicate which Boards or Commission(s) in order of preference.

\_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone numbers

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

**If available, please attach a copy of your most recent resume with this application.**

1. Briefly describe how your experiences, educational, professional or volunteer, qualify you to serve on the board or commission for which you have applied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you believe is the top issue(s) facing the Board or Commission to which you are applying?

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3. Please list any volunteer opportunities or community participation (past or present) or special qualifications of service.

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4. The Mayor's Advisory Board is sensitive to any actual or potential conflict of interest that Board and Commission applicants might be seen to have with the work they will do with and for the City of Park Ridge.

Thinking about the Board or Commission seat you are applying for and what you do professionally or otherwise, is there any actual or potential conflict of interest between the two?

YES NO

5. If your answer to question 4 was yes, please explain.

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6. Your attendance at meetings is required in order to conduct business. An attendance record of 75% or better over your term is expected. Do you foresee any conflicts of your schedule relative to the Board or Commissions meeting days or times?

YES NO

7. Have you attended a meeting of the Board or Commission to which you are applying?

YES NO

8. Have you reviewed the minutes of recent meetings of the Board or Commission to which you are applying?

YES NO

I have read page 4 of this application and fully understand that if the Mayor's Advisory Board recommends my appointment to the Mayor, I will be required to submit an application for a non-fingerprint criminal background check.

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Signature

Date

***Note: At the beginning of your interview, you will be asked to provide an up to three (3) minute summary of yourself and your qualifications to support your application. If you will take advantage of this time offered to speak to the Mayor's Advisory Board (MAB), you are asked to bring a written copy of your statement with you so that the MAB may have that for their deliberations.***

## **Supplement to Application for Appointment**

*Complete only in the absence of providing a resume with application.*

**NAME:** \_\_\_\_\_

### **BUSINESS EXPERIENCE**

Current occupation \_\_\_\_\_

Years of Experience \_\_\_\_\_

Employed by \_\_\_\_\_

Employers Address \_\_\_\_\_

Employers City \_\_\_\_\_

### **EDUCATION EXPERIENCE**

Highest level of education attained: \_\_\_\_\_

Education Institution Name: \_\_\_\_\_

Education City / State: \_\_\_\_\_

Major and year awarded: \_\_\_\_\_

## BOARD & COMMISSION APPLICANTS

### PLEASE READ THIS IMPORTANT NOTICE

Recently, the City Council adopted an Ordinance, Article 4, Chapter 17, which would require a non-fingerprint criminal background check on any candidate whose Board or Commission appointment has been set to help ensure such members represent the City in the best possible light, do not cause any embarrassment to the City, and facilitate the prompt and efficient conduct of City business.

If your appointment is approved by the Mayor, you will be notified by the City and sent an Authorization Form for Background Check form to complete. The form is to be returned directly to the Human Resource Department at City Hall. All information received remains confidential. Upon receipt of the results, you will be contacted by the Mayor.

In the event the results of the criminal background check reveal the candidate has been convicted of any infamous crime, bribery, perjury, or other felony, the Mayor shall conduct an individualized assessment to determine how the conviction affects the candidate's ability to perform the duties of the office to which he/she may be appointed or reappointed. The Mayor may conduct an interview with the candidate or member and consider any documents or records presented by the candidate or member as part of the individualized assessment.

Please contact Human Resources at 847/318-5202 with any questions regarding the background check process.