



---

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.](#)

- Caucasian     Asian American     physically disabled
- African American     Native American
- Hispanic American

11. As of what date have you been a continuous resident of:  
A. Duval County? \_\_\_\_\_                      B. Florida? \_\_\_\_\_  
Month/Day/Year    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

15. Postsecondary Institutions:  
Name and Location Dates Attended Certificate/Degree Earned

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

## 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

B. \_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Type of Business Occupation/Job Title Dates of Employment

C. \_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Type of Business Occupation/Job Title Dates of Employment

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.**

<u>Type or Name of License or Certificate</u>	<u>Number</u>	<u>Granting Agency</u>	<u>Date Granted</u>

<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>

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

<u>Agency Lobbied</u>	<u>Principal(s) Represented</u>	<u>Dates</u>

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>



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>
_____	_____	_____
_____	_____	_____
_____	_____	_____



**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