APPLICATION FOR APPOINTIVE POSITION

Only Completed Applications Will Be Accepted

PLEASE NOTE: Most fields are required (if a field is not applicable, enter NA). When selecting "Submit by Email", your document will automatically be checked for completeness prior to actually being sent. Alert messages will pop-up when fields with required input have been left empty. A final verification will highlight all required fields in red. It is very important to submit a **COMPLETE** form. Incomplete applications will not be accepted. All supplemental documents must be sent as .pdf attachments when submitting via e-mail.

If your preference is to print and mail the application, check the completeness of the application by clicking the "Submit by Email" button prior to printing the application. If mailing, please send to:

City of Newport Beach
Office of the City Clerk
100 Civic Center Drive
Newport Beach, CA 92660

APPLICATION FOR APPOINTIVE POSITION

FOR OFFICE USE ONLY

Residence District No. ____
Verified by _____

CITY OF NEWPORT BEACH
100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

DIRECTIONS: One application can be used for all the appointive positions you are applying for. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position(s) applied for. Detailed information outlining the responsibilities of the positions can be obtained from the City Clerk's Office or on the City's website: www.newportbeachca.gov (City Government/Boards, Commissions and Committees). Applications will be kept on file for two years for the position(s) applied for. If you are not selected for appointment during that period of time, it will be necessary for you to re-submit an application if you are still interested in being considered.

NOTICE: Section 702 of the City Charter requires that members of Boards or Commissions appointed by the City Council shall be from the qualified electors of the City. This document is a public record and may be posted on the internet.

NAME OF BOARD, COMMISSION OR COMMITTEE: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Residence Address (required): _____ Zip Code: _____

How long have you lived in Newport Beach? _____ Home/Cell #: _____

Business Address: _____ Business Phone: _____

_____ Email Address: _____

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

☐ NO ☐ YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

☐ NO ☐ YES (If yes, attach separate sheet with explanation)

If applying for a position on the Finance Committee, have you declared bankruptcy in the last 10 years? ☐ NO ☐ YES

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

CONTINUE TO PAGE TWO

Name and Location of Colleges/ Universities Attended	Major	Degree	Last Year Attended

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name _____ Address _____ Phone No. _____

2. Name _____ Address _____ Phone No. _____

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]

☐ Signature _____ Date _____