



Application for Appointment to Houston County Committee/Board/Commission

Please return to:

Houston County Personnel Office
304 S. Marshall St., Rm 208
Caledonia, MN 55921
Phone (507) 725-5822; Fax (507) 725-5590

POSITION (SEE LIST BELOW) _____

(Please complete a separate application for each committee you are interested in applying for)

APPLICANT NAME _____
Last
First
Middle

CITIZEN ADVISORY COMMITTEES

BOARD OF ADJUSTMENT (5 citizen members) – Generally meets the 4th Thursday evening of each month immediately prior to the Planning Commission monthly meeting on an as needed basis. The duties include evaluation and action on requests for variance, and appeals of official actions.

PLANNING COMMISSION (6 citizen members, 1 alternate) – Generally meets the 4th Thursday evening of each month. The duties include reviewing conditional use permits, rezoning proposals, ordinance amendments and making recommendations to the County Board of Commissioners on these and other planning and zoning related matters.

GENERAL INFORMATION

Street Address		Home Phone/Cell Phone	
City	State	Zip Code	Work Phone
Township	Email Address		

EDUCATION

RELEVANT WORK EXPERIENCE/SPECIALIZED SKILLS – Please list all applicable experience and skills that may prove beneficial in the position for which you are applying. (Attach additional pages if needed.)

APPLICABLE LICENSES AND CERTIFICATIONS

COMMUNITY SERVICE (Attach additional sheets if needed)

REFERENCES: Please list professional references (other than friends or relatives) who are familiar with your work and educational qualifications.

Name		Name	
Phone	Relationship	Phone	Relationship
Name		Name	
Phone	Relationship	Phone	Relationship

BACKGROUND INFORMATION: Use additional sheet(s) if necessary

1. What is your understanding of the role of this Committee/Board/Commission?

2. What do you believe are the most important individual qualities/characteristics members on this Committee/Board/Commission should possess in order to provide effective service and decision-making?

3. List up to three significant issues that you believe this Committee/Board/Commission should address during the next three years?

4. What sources of information might you rely on when making a decision?

5. Provide one or two contributions you believe you would bring to this team.

6. What do you hope to achieve by serving on this Committee/Board/Commission?

7. Please list any potential conflicts of interest you may have as a member serving on this board?

NOTES AND CONDITIONS

Each of the following items becomes part of your application record by your signature. Please read the following prior to signing.

1. If offered a position on the Houston County committee, board, or commission, I understand that I will be required to follow the County Code of Ethics and Conflicts of Interest Policy, applicable state and County Planning and Zoning Ordinances and guidelines, as well as directives of the County Board of Commissioners.
2. That Houston County reserves the right to change its policies without notice as the County deems appropriate.
3. I understand that false or misleading information given on my application or in an interview(s) may result in disqualification from serving on a committee, board, or commission. I attest that, to the best of my knowledge, the information provided in this application is true and correct.
4. I understand that at times some committees may require me to do large quantities of reading and research outside of meeting times. I understand that I may deal with complex and controversial subjects. I am willing and able to respect people who may disagree with me or at times even criticize me. In all cases, I am willing to be neutral, fair, and open to opposing perspectives and new possibilities.

I **CERTIFY** that all statements made on this application are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from service to the County and dismissal from a board, committee, or commission. My signature AUTHORIZES Houston County to secure any information needed to complete a criminal background check. It also authorizes collection of any employment-related information deemed necessary from former employers or personal references.

Date	Applicant's Signature
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YOUR RIGHTS AS A SUBJECT OF DATA

Minnesota Statutes §13.01 through §13.99 require that you be informed that the following information which you are asked to provide in the appointment process is considered private data: name, home address, email address, and telephone numbers.

This means the data is available only to you and County officials who have a bona fide need to access this information for the Houston County appointment process. Refusal to supply the requested information may disqualify your application for consideration.

Your name will become public data when you are certified as eligible for a vacancy. All other information you supply on this application with the exception of that which is private data as indicated above will become public if you are appointed by Houston County.

All materials submitted in support of your application become the property of Houston County and cannot be returned.

HOUSTON COUNTY EQUAL OPPORTUNITY STATEMENT

*Every person in Minnesota is protected by the Human Rights Act as every person, based on their personal characteristics such as a person's race or sex, belongs to one or more of the **Protected Classes**: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Familial Status, Disability, Public Assistance Status, Age, Sexual Orientation, and Local Human Rights Commission Activity.* Houston County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, Houston County provides access and admission to employment opportunities without discrimination because of race, color, creed, age, religion, national origin, sex, sexual orientation, handicap, marital status, or public assistance status. As such, the Board of

Commissioners endeavor to make all employment and appointment decisions on the basis of individual ability and merit, without discrimination or favor.

APPLICATION PROCESS

Applications are accepted only for posted positions and a separate application must be completed for each position applied for. Your **completed application** must arrive in the **Houston County Personnel Office by 4:30 p.m. on the date listed in the posted notice on the County's official website**. Late applications will not be considered. The Personnel Office cannot be responsible for failure of other agencies or postal services to forward applications by the deadline. Applications will be reviewed **after** the posted closing date.

HOUSTON COUNTY COMMISSIONERS

First District	Second District	Third District	Fourth District	Fifth District
Dewey Severson	Eric Johnson	Bob Burns	Bob Schuldt	Greg Myhre