



# CANDIDATE APPLICATION FORM

## for City Council-Appointed Boards & Commissions

A City Council subcommittee will conduct interviews of applicants interested in serving on a City Board and/or Commission. City staff will contact you to set up an interview when Council is ready.

Candidate for vacancy on: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Home Email: \_\_\_\_\_

Home FAX: \_\_\_\_\_ Winchester resident for \_\_\_\_\_ years Profession: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business

Address: \_\_\_\_\_ Business

Email: \_\_\_\_\_ Business

Telephone: \_\_\_\_\_

I have read and will adhere to the City's Code of Ethics (see reverse) and agree to serve at the pleasure of Council until my term expires or I am released.

Why do you wish to serve the City of Winchester?

What experience or education do you have relative to the position(s) for which you are applying?

What are your major interests or concerns relating to the responsibilities of the boards for which you are applying?

What other interests or concerns do you have regarding the community?

Have you ever been convicted of a criminal offense? If so, please list.

Yes  No Explain: \_\_\_\_\_

Have you ever been involved in a matter that could negatively impact the public's perception regarding a decision by Council to appoint you to a board or commission? If so, please explain.

Have you or any member of your immediate family ever been employed by the City or Winchester Public School System?

Yes  No

Are you aware of any issues which could cause a conflict of interest if you are selected to serve on the board or commission to which you have applied? If so, please explain.

Please list any previous or present involvement in public service that you may have had such as service as a member of City Council, board or commission member, citizen committee, etc. in Winchester or elsewhere.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Your information can be entered using an online application process (preferred):**  
**<http://winchesterva.iqm2.com/Citizens/Board>**

**If you prefer to use the paper application, please use one of the below submittal options:**

- 1) Mail - Rouss City Hall, 15 N. Cameron Street, Winchester, VA 22601
- 2) Email - [pio@winchesterva.gov](mailto:pio@winchesterva.gov)
- 3) Fax - (540) 722-3618, Attn: Communications Director

Applications will remain on file for three years. The City of Winchester volunteer positions are open to all persons without regard to race, sex, age, handicap, religion, ethnic background, or national origin.



The Winchester City Council believes that board members are an extension of the City, and as such, should hold themselves and each other to the highest standards as contained below in the City's Comprehensive Employee Management System Policy 7.16 – Code of Ethics.

The Code of Ethics is intended to provide ethical guidelines for City Councilors, employees and Council appointed Board and Commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Councilors, employees and Council appointed Board and Commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources.

Councilors, Board and Commission members, Department Heads, and supervisors must take a leadership role in the promotion and execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust, and respect at the head of all they do.

Read the City of Winchester's Code of Ethics online at [www.winchesterva.gov/government/boards-and-commissions](http://www.winchesterva.gov/government/boards-and-commissions). To request a hard copy of the code, please contact the City Manager's Office at (540) 667-1815 or [cityclerk@winchesterva.gov](mailto:cityclerk@winchesterva.gov).