



TOWN OF PRESCOTT VALLEY
7501 E. Civic Circle, Prescott Valley, AZ 86314
TEL: 928-759-3100 FAX: 928-759-3125

**Application for Membership
PERSONNEL BOARD**

Thank you for your interest in volunteering to serve on the Personnel Board. Community involvement is essential to the success of this endeavor.

Commissioners serve in an advisory capacity to the town council. Commission meetings shall be held as needed and members are expected to attend all meetings; however, if a situation arises such that they cannot attend, they are asked to give at least 24 hours notice to the staff liaison.

Please print or type all answers

Name Will Briggs

Mailing Address _____

Residence Same as above

Telephone No's: Home _____ Work _____ Cell _____

E-mail address _____

Occupation Director of Operations & Human Resources

A. Do you have any special training or educational background skills in Personnel Management?

I have nearly a decade's worth of experience in Personnel Management. In my currently employment I serve as the chief human resources officer with responsibilities including personnel policy development and implementation, employee relations policy and procedure management, and employee-related liability management. In addition to a masters degree, I am certified as a Senior Professional in Human Resources (a certification of distinction in the field).

B. Briefly describe why you are interested in being on the Prescott Valley Personnel Board?

I believe that it is important for all citizens to be active participants in their community and to share their knowledge and skills to help build a strong community. I feel confident that I will provide valuable professional experience and expertise to advise the Council on difficult personnel matters. Volunteering for civic and community activity is something that I am committed to. I volunteer with the Cub Scouts of America and several youth sports leagues.

C. Would you be available for day or evening meetings? Both?

I would be generally available for both day and evening meetings. As an executive with my current employer, I have a great deal of control over my schedule.

D. Please list any additional information about your knowledge, skills or abilities which would assist the Town Council in selection of members.

I have attached a copy of my resume to provide the council with some additional information about my background.

A candidate for volunteer service must complete, sign and submit the standard Town Volunteer Application form prior to being considered. All prospective volunteers that are being considered for service shall submit to a criminal history background check and, if requested, a check of the applicant's driving record. The Town may, at its option, retain an outside vendor to conduct a background check of each applicant or require any or all applicants to submit a full set of fingerprints for the purpose of obtaining a state and federal criminal history of an applicant. Every offer extended to volunteers will be conditioned upon the successful completion of a background and/or fingerprint check.

Will Briggs
Signature of Applicant

10/7/2010
Date

Use additional sheets if necessary. All applications will be submitted to the Town Council for consideration.

REC'D OCT 11 2010