



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 JOHN DUKE

Mailing Address PRESCOTT VALLEY, AZ 86315

Residence SAME

Telephone No's: Home 928- Work 928- Cell 928-

E-mail address _____

Occupation MANAGER

- A. Do you have any special training or educational background skills in Personnel Management? I HAVE SIXTEEN YEARS EXPERIENCE AS A MANAGER OR BUSINESS OWNER.
- B. Briefly describe why you are interested in being on the Prescott Valley Personnel Board?
I WOULD LIKE TO CONTRIBUTE TO THE COMMUNITY AND I UNDERSTAND THERE IS A NEED ON THE PERSONNEL BOARD.
- C. Would you be available for day or evening meetings? Both? WITH SUFFICIENT NOTICE, I CAN BE AVAILABLE ANY TIME.
- D. Please list any additional information about your knowledge, skills or abilities which would assist the Town Council in selection of members.
I HAVE BEEN INVOLVED FOR MANY YEARS IN MANAGING OR OWNING BUSINESSES. I HAVE BEEN IN CHARGE OF PERSONNEL ISSUES SUCH AS HIRING, MAINTAINING AND WHEN NEEDED TERMINATION OF EMPLOYEES. I FEEL I HAVE THE KNOWLEDGE AND SKILLS TO HELP OUT ON THIS BOARD.

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.

Signature of Applicant

2 JULY 2012
Date

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