



## City of Phoenix

### CITY OF PHOENIX ETHICS COMMISSION

## APPLICATION FOR NOMINATION TO COMMISSION

### APPLICATION INSTRUCTIONS

**Thank you for your interest to serve on the City of Phoenix Ethics Commission. Please read these instructions carefully and submit any questions about the application or the nomination process to [ethics.commission@phoenix.gov](mailto:ethics.commission@phoenix.gov).**

1. This application is a public record. As a public record, information denoted as “Public Information” (Section I) is available for public inspection and may be posted on the City of Phoenix website. Public Information includes the applicant’s name, occupation, employer, relevant work history, other responses contained in Section I, and any other information that is specifically authorized for release by the source of the information. Information denoted as “Personal Information” (Section II) is confidential and is not available for public inspection. Personal Information includes the applicant’s home address, applicant’s family information, other information provided in Section II, information provided by third parties such as references, notes of Board members that are generated for personal use, and any information obtained by or submitted to the Board that is made confidential by other provisions of law. You may reveal contact information for any individual in the confidential section (Section II) of this application. Completed applications, including the confidential portion, are forwarded to the City Council upon nomination by the Board.
2. The electronic form is a fillable PDF, which may be completed using Adobe Acrobat Reader. All information should be typewritten. Some questions permit a limited response. If additional space is needed, attachments may be added to the application. To obtain a form, email your request to [ethics.commission@phoenix.gov](mailto:ethics.commission@phoenix.gov) or download from the Board and Commissions website at <https://boards.phoenix.gov/Home/BoardsDetail/24>.
3. Completely answer all questions. If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available" and state the reason(s) the information is not available.

### LETTERS OF REFERENCE INSTRUCTIONS

An applicant may solicit letters of reference that assess the applicant’s skills, expertise, ethics, and any other characteristics relevant to an applicant’s qualifications to serve on the Commission. A maximum of four references will be accepted. Applicants are encouraged to solicit substantive letters of reference that provide sufficient insight into the applicant’s potential to serve as an outstanding Commission member.

### SUBMITTAL PROCEDURES

**Complete applications include an electronic or hard copy application, additional documentation and letters of reference (if applicable).**

The application must be filed with the City of Phoenix Judicial Selection Advisory Board. You may file the application and letters of references electronically or by hard copy. To file an electronic application, email the completed application to [ethics.commission@phoenix.gov](mailto:ethics.commission@phoenix.gov). To file a hard copy, applications and letters of reference may be completed, printed, and either mailed or delivered to the following address: **City of Phoenix Judicial Selection Advisory Board, Attn: City Clerk, 200 W. Washington St., 15th Floor, Phoenix, AZ 85003-1611.**

The Board cannot be responsible for applications not received; if the U.S. mail is used, applications should be sent by registered or certified mail, return receipt requested. If you would like acknowledgment of receipt of the application, enclose a self-addressed, stamped envelope. If you have questions, please email [ethics.commission@phoenix.gov](mailto:ethics.commission@phoenix.gov) or call 602-262-7526.

## PERSONAL CONTACT WITH BOARD

Applicants should not personally contact Board members regarding their application or the nomination process from the time his or her application is submitted until the individual's application is no longer under consideration. Board members cannot individually interview applicants or commit in advance to vote for any applicant.

## INSTRUCTIONS FOR INTERVIEWS

Subject to applicable rules, applicants are interviewed in public session. In fairness to other applicants, an applicant should not attend earlier scheduled interviews of other applicants or otherwise seek out or accept information about the content of such interviews.

## SUMMARY OF THE NOMINATION PROCESS

1. **Application Period:** The Board announces the vacancy. The press release announcing the vacancy advises where application forms can be obtained and the deadline for submitting applications.
2. **Public Notice:** Information of the date, time, and location of the Board's screening meeting are made by public notice.
3. **Screening Meeting:** At the screening meeting the Board reviews all applications received and the results of any investigation conducted by Board members. Voting to determine the applicants to be interviewed is conducted in public session.
4. **Notification to Applicants:** Applicants selected for interview are notified by email of the date, time and location of the interviews. Applicants not selected for interview are notified by email.
5. **Public Notice:** The Board announces the names of the applicants to be interviewed and invites oral or written public comment regarding their qualifications.
6. **Investigation:** Further investigation of the applicants to be interviewed is conducted. The credit, criminal, and professional discipline histories of the applicants are requested, and the results are given to the Board.
7. **Interviews:** Subject to applicable rules, the applicant is interviewed in public session. After all the interviews are completed the Board discusses the relative qualifications of all the applicants. Voting to determine the nominees to be submitted to the City Council is conducted in public session.
8. **Nominations:** Further investigation of the applicants to be interviewed is conducted. Applicants authorize all references, employers, credit reporting agencies, business and professional associations to release to the Board any information requested by the Board in connection with their application. The Board may also seek comments from the community.
9. **Public Notice:** The names of the nominees are announced. Each nominee's political party registration is included in the announcement.
10. **Records Retention:** The Board members' personal notes are not public information. The original application information and all documents received with respect to the application are maintained and destroyed pursuant the City of Phoenix Records Retention Schedule. At an applicant's request and expense, the original application, the .pdf version, and any supplemental material submitted by the applicant may be returned to the applicant during the applicable retention period. Otherwise, after the applicable retention period, any applications, .pdf files, and supplemental materials retained by the Board shall be destroyed and deleted.



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**CITY OF PHOENIX ETHICS COMMISSION**

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**SECTION I—PUBLIC INFORMATION**

<b>FULL NAME:</b>	
<b>CONTACT ADDRESS (INCLUDING ZIP):</b>	
<b>CONTACT EMAIL:</b>	<b>CONTACT PHONE:</b>
<b>IS YOUR CONTACT INFORMATION:</b> <b>Business</b> <input type="checkbox"/> <b>OR</b> <b>Personal</b> <input type="checkbox"/>	
<b>CITY COUNCIL DISTRICT:</b>	
<b>EMPLOYER:</b>	<b>TITLE:</b>
<b>EMPLOYER ADDRESS (INCLUDING ZIP):</b>	

**1. EMPLOYMENT HISTORY.**

Please provide a list of employers, including any work done as a volunteer, during the last 10 years. For each employer list the job title and address along with the name, phone number, and/or email address for your supervisor. Attach additional sheets as necessary.

**2. EDUCATION.**

Please list all post-high school education, including the name of the educational institution, years of attendance, and degree obtained.

**3. PROFESSIONAL AND/OR COMMUNITY OR PUBLIC SERVICE ACTIVITIES.**

Include date(s) of service and, if applicable, title of office(s) held.

**4. POLITICAL ACTIVITIES.**

Please provide a list of any political activities that you have engaged in over the past 10 years. Attach additional sheets as necessary.

**5. At any time within the last 10 years have you been or are you currently a registered lobbyist?**

Yes  OR No  If yes, please describe.

**6. Do you have substantial business interests with the City of Phoenix?**

Yes  OR No  If yes, please describe.

**7. Are you a relative of a City of Phoenix employee or Phoenix elected official?**

Yes  OR No  If yes, please describe.

**8. Is there any possible conflict of interest or other matter that prevents you from the fair and impartial discharge of your duties as a member of the City of Phoenix Ethics Commission?**

Yes  OR No  If yes, please describe.

**9. STATEMENT OF INTEREST.**

In 500 words or less, please state why you are interested in serving on the City of Phoenix Ethics Commission. Attach additional sheets as needed.

**AFFIRMATION OF ELIGIBILITY**

1. Do you currently reside in Phoenix, Arizona? Yes  OR No
2. Are you currently registered to vote in Arizona? Yes  OR No
3. Please identify your current political party affiliation:  
 Democrat  
 Republican  
 Unaffiliated  
 Other: \_\_\_\_\_
4. Have you been registered to vote with the same political party for a minimum of five years from the date of this application? Yes  OR No
5. Are you currently an elected official, precinct committee person of a political party, or City of Phoenix employee? Yes  OR No  If yes, please describe.

**OPTIONAL SECTION**

The City of Phoenix strives for diversity among board, committee, and commission members. In this optional section, please provide us with information to help us evaluate our progress in achieving this goal.

<b>RACE/ETHNICITY (Select all that apply)</b>	✓	<b>GENDER</b>	✓
White (Non-Hispanic)		Male	
Asian (Non-Hispanic)		Female	
Hispanic		Decline to State	
American Indian/Alaskan Native			
Native Hawaiian/Other Pacific Islander			
Black (Non-Hispanic)			
Decline to State			
Other			

**REQUIRED SIGNATURE**

Under penalty of perjury, I certify the information contained in this application is true, complete, and correct to the best of my knowledge. I authorize investigation of all information in this application and considered by the Board for possible appointment to the Ethics Commission. I further authorize all references to give the Board any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing this information to the Board. As a candidate for appointment to the City of Phoenix Ethics Commission, I understand that I must give truthful and accurate information as requested during the review process. I understand this application and supporting information may be filed electronically or by hard copy in a format approved by the Board. If filed electronically, I understand the Board may require additional information by written or printed copy. I acknowledge and agree appointment to the Ethics Commission is contingent upon the results obtained through a background check and screening.

**SIGNATURE:** /S/ \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Note: Typing your name acts as your signature.*

**SECTION II--PERSONAL INFORMATION**

<b>FULL NAME:</b>
<b>HOME ADDRESS (INCLUDING ZIP):</b>
<b>HOME EMAIL (IF DIFFERENT FROM CONTACT):</b>
<b>HOME PHONE (IF DIFFERENT FROM CONTACT):</b>

**1. PLEASE LIST A MAXIMUM OF FOUR REFERENCES (NOT RELATED TO YOU BY BLOOD OR MARRIAGE). TWO MUST BE PROFESSIONAL REFERENCES. OTHER REFERNCES MAY BE PERSONAL OR PROFESSIONAL.**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Professional  OR Personal

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Professional  OR Personal

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Professional  OR Personal

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Professional  OR Personal

**2. To your knowledge, have any charges of professional misconduct ever been filed against you?**

Yes  OR No  If yes, please describe.

**3. To your knowledge, have any formal charges of a criminal misdemeanor or felony ever been charged against you after you turned 18 years of age?**

Yes  OR No  If yes, please describe.

**REQUIRED SIGNATURE**

Under penalty of perjury, I certify the information contained in this application is true, complete, and correct to the best of my knowledge. I authorize investigation of all information in this application and considered by the Board for possible appointment to the Ethics Commission. I further authorize all references to give the Board any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing this information to the Board. As a candidate for appointment to the City of Phoenix Ethics Commission, I understand that I must give truthful and accurate information as requested during the review process. I understand this application and supporting information may be filed electronically or by hard copy in a format approved by the Board. If filed electronically, I understand the Board may require additional information by written or printed copy. I acknowledge and agree appointment to the Ethics Commission is contingent upon the results obtained through a background check and screening.

**SIGNATURE: /S/** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Note: Typing your name acts as your signature.*

**END OF APPLICATION**