

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

COUNCIL/BOARD/COMMISSION VACANCY PRE-APPOINTMENT QUESTIONNAIRE

Position you are applying for: _____

Name: _____

Date: _____

Address: _____

Email Address: _____

Phone Number: _____

Please answer the following categories to the best of your ability. If more space is needed, use additional pages.

Have you ever been convicted of a misdemeanor? ____ Arrested for a felony? ____ Convicted of a felony? ____

If yes to any of the above, please explain on a separate sheet of paper.

A conviction would not necessarily prohibit you from being appointed.

Past Work History: _____

Goals you hope to achieve while serving in the position: _____

What interests, talents and/or experiences do you have that apply to serving in the position: _____

What qualifications do you have to hold this position? _____

Any additional information you would like to share: _____

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Please return completed form to the Village Administration Office by the advertised deadline.

NOTE: Appointment to this position requires your regular attendance at meetings. The current monthly meeting schedule is as follows (subject to change):

- Village of Newberry Council: The third Tuesday of each month at 6:00 PM.
- Planning Commission: The fourth Monday of each month at 6:00 PM.

Will you be able to attend the meetings on the scheduled dates and times? If not, please do not apply.

PLEASE READ CAREFULLY

Questionnaire Waiver

In exchange for the consideration of my questionnaire for a position with the Village of Newberry Council, I agree that:

I authorize investigation of all statements contained in this questionnaire. I understand that the misrepresentation or omission of facts called for is cause for requesting resignation from the appointment at any time without any previous notice. I hereby give the Village of Newberry permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Village of Newberry from any liability as a result of such appointment.

I understand that, in connection with the routine processing of the questionnaire, the Village of Newberry may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Village of Newberry, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Signature of applicant: _____ Date: _____