

**APPLICATION FOR  
City of Melvindale  
BOARD, COMMISSION, OR COMMITTEE**

Return to: Secretary to the Mayor  
3100 Oakwood Blvd.  
e-mail: secretary@melvindale.org

**DATE RECEIVED**

Copy to Board Chair - \_\_\_\_\_

**INSTRUCTIONS:** Please complete each item below. Be sure to enter the title of the Board, Commission, or Committee (only one per application please) for which you desire consideration. For more complete information or assistance contact the Secretary to the Mayor's Office or the Chair of the Board you are applying to. This application shall be maintained for a period of one year only. After one year it is necessary to file a new application for another year of eligibility. **Please print in**

|   |   |
|---|---|
| 1. Board/Commission Applying for: _____<br><small align="center">ink or type.</small>   | 2. Today's Date: _____  |
| 3. Name:<br>_____<br><small align="center">Last                                  First                                  Middle</small>  | 4. E-Mail Address:<br>_____   |
| 5. Address:<br>_____<br><small align="center">Number          Street</small><br>_____<br><small align="center">City    Zip Code</small>   | 6. Telephone:<br>_____<br><small align="center">Home</small><br>_____<br><small align="center">Business</small> |
| 7. Occupation/Title: _____  | Employer: _____   |
| 8. List all board, commissions or committees of which you are now or have been a member. Indicate dates of service.   |   |
| 9. Summary of qualifications related to group(s) listed above. (What experience or special knowledge do you bring to your area of interest?)  |   |
| 10. Affiliations with professional and/or community groups:   |   |
| 11. Why do you seek appointment?  |   |
| 12. Additional Information: Give any information explaining your qualifications, experience, training, education, volunteer activities, community organization memberships, or personal interests that bear on your application for above Board, Commission, or Committee. Attach additional sheets as necessary. |   |
|   |   |

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

REVISED 8/31/2020

You can save this application and attach it to an email and send it to secretary@melvindale.org

City of Melvindale  
Board Application (cont.)  
Skillset

A separate application is required for each board or commission you wish to join. Applications remain active for one year from the date of submittal. Resumes are encouraged and may be attached to your **completed** application.

|  |               |
|--|---------------|
| <b>Name of Board or Commission for which you are applying:</b>   |               |
| Name:  |               |
| Home Address:  | Work Address: |
| Home Phone:  | Work Phone:   |
| Cell Phone:  | Email:        |
| Please note your preferred method(s) to be contacted: <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email |               |
| Residency is required for most boards and commissions.<br><input type="checkbox"/> I am a resident. If so, for how many years? _____   |               |

|   |
|---|
| <b>Describe any experiences that led to your desire to serve the community.</b> |
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| <b>Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.</b> |
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City of Melvindale  
Board Application (cont.)  
Skillset

**Employment:** List your three most recent employment experiences.

| Dates of Employment | Company Name/Location | Position | Job Description |
|---------------------|-----------------------|----------|-----------------|
|                     |                       |          |                 |
|                     |                       |          |                 |
|                     |                       |          |                 |

**Education:** List your most recent educational experiences.

| Educational Institution/School | Certificate/Degree Received | Area(s) of Study |
|--------------------------------|-----------------------------|------------------|
|                                |                             |                  |
|                                |                             |                  |

**Supplemental Information:** Please review the attached “Boards and Commissions Application Attachment” for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk at 313-429-1052 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**

Return completed forms to: City of Melvindale - Mayor's Secretary @secretary@melvindale.org

## Boards and Commissions Application Attachment

### Arts and Cultural Commission

Members are appointed by the city council and should be persons who are interested, knowledgeable and reflect the diversity of the community. In addition, members should have some background in the arts community. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Art
- Culture
- Education
- Event Planning
- Music

### Beautification Commission

Members are appointed by the mayor and must be city residents. Members should have some background in fields related to the commission's purpose. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Event Planning
- Forestry
- Horticulture
- Landscape Architecture
- Property Maintenance/Management
- Real Estate

### Board of Canvassers

Members are appointed by the city council and must be registered voters in the city. The board must consist of two Democrats and two Republicans. Please check the applicable box below:

- Democrat
- Republican

### Board of Review

Members are appointed by the city council. Members must be city residents qualified by experience and/or training in matters related to real estate. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law (no agents or brokers)

### Board of Zoning Appeals

Members are appointed by the mayor. Members must be city residents qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- GIS/AutoCAD
- Land Use Planning
- Real Estate/Development/Law
- Zoning

### Brownfield Redevelopment Authority

Members are appointed by the mayor. Members are not required to be city residents but must be qualified by experience and/or training in matters related to redevelopment. Please check below if you have experience in:

- Chemical Engineering
- Commercial Banking
- Commercial Real Estate/Development/Law
- Economic Development
- Environmental Engineering/Consulting/Law
- Property Appraisal/Assessing

### Civil Service Board

Members are appointed by the mayor. Members must be city residents qualified by experience and/or training in personnel/governmental administration. Please check below if you have experience in:

- Employment/Labor Law
- Human Resources/Personnel
- Labor Relations
- Public Administration

### Construction Board of Appeals

Members are appointed by the city council. Members must be city residents qualified by experience and/or training in matters relating to construction. Please check below if you have experience in:

- Architecture
- Banking/Financing
- Building Construction
- Engineering

City of Melvindale  
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Skillset

Real Estate/Development/Law

**Disability Advisory Committee**

Members are to include primarily visually, hearing, mentally and/or mobility impaired individuals or organizations representing them. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Architecture
- Building Construction/Engineering
- Disability Issues
- Education
- Event Planning

**Housing Commission**

Members are appointed by the city manager. Members must be city residents qualified by experience and/or training in matters related to the housing industry. Please check below if you have experience in:

- Banking/Finance
- Building Construction/Engineering
- Housing Development/Law
- Property Appraisal/Assessing

**Parks and Recreation Advisory Board**

Members are appointed by the city council. Members must be registered voters in the city qualified by experience and/or training in a variety of disciplines.

Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/Finance
- Fitness/Recreation
- Forestry
- Land Use Planning
- Landscape Architecture
- Physical Education
- Public Administration

**Planning Commission**

Members are appointed by the mayor. Members must be city residents qualified by experience and/or training in matters related to land use planning. Please check below if you have experience in:

- Architecture
- Building Construction
- Civil Engineering
- Facilities Management
- GIS/AutoCAD
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Property Maintenance/Management
- Real Estate/Development/Law