

CAROLINE COUNTY GOVERNMENT
REQUEST FOR APPOINTMENT CONSIDERATION
BIOGRAPHICAL INFORMATION FORM

PLANNING COMMISSION

APPLICANTS: PLEASE NOTE THAT YOU MUST FULLY COMPLETE THIS BIOGRAPHICAL SHEET TO BE CONSIDERED FOR APPOINTMENT.

Full Name: _____

Social Security #: _____ Date of Birth: _____

Are you a U.S. Citizen? Yes ___ No ___ Are you registered to vote in Caroline County? Yes ___ No ___

Political Party: _____ How long have you been a County resident? _____

Race: _____ (optional) Gender: _____ (optional)

Home Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Home Telephone: _____ Cell: _____ Email: _____

Have you ever been convicted of a violation of any federal, state, or local law, ordinance, or regulation? (Do not include motor vehicle offenses involving a fine of \$200 or less.) No ___ Yes ___ (Specify):

Are you currently employed by Caroline County Government or by a local municipal government? No ___ Yes ___ (Specify):

Are you currently employed by, or have an ownership interest in, any business, agency, or organization that receives funding (either budgeted, grant, or donation) from Caroline County Government? No ___ Yes ___ (Specify):

Are you currently employed by, or have an ownership interest in, any business, agency, or organization that transacts business with Caroline County Government? No ___ Yes ___ (Specify):

Do you currently serve on any board, committee, or commission to which the County Commissioners of Caroline County appoint members? No ___ Yes ___ (Specify):

Are you an officer or director of, or engaged in lobbying activity for, any organization? No _____ Yes _____
(Specify):

Do you hold any elected office, including serving on a political party central committee? No _____ Yes _____
(Specify):

Are you related to (including by marriage) any current County elected official, appointed official, or employee?
No _____ Yes _____ (Specify):

Occupation, or Previous Occupation if Retired:

Employer:

Work Address: _____
Street City State Zip

Telephone: _____ Name of Immediate Supervisor: _____

Please provide one **business** reference:

Name: _____ Telephone: _____

Address: _____
Street City State Zip

Please provide two **personal** references:

Name: _____ Telephone: _____

Address: _____
Street City State Zip

Name: _____ Telephone: _____

Address: _____
Street City State Zip

**Please attach a separate sheet(s) that details your academic background,
work experience, and professional, political, and civic affiliations.**

Applicant Certification and Authorization

1. I certify and affirm that I have carefully reviewed all of the information I have supplied in this Biographical Information Form, and that it is true and correct.
2. I authorize Caroline County to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any previous employers and references I have listed on this Form. I authorize employers and references provided in this Form to furnish Caroline County with information they may have regarding my character, general reputation, previous employment, and similar background information. In consideration of Caroline County's willingness to consider me for appointment to the Caroline County Planning Commission and to evaluate my credentials against other applicants, and the willingness of my previous employers and references to supply information which is necessary to that process, I release, discharge, and hold harmless Caroline County from any liability whatsoever in connection with the furnishing or obtaining of employment information, or arising out of the proceedings of this Form and consideration of my candidacy for the position I have applied for.
3. I understand that I may be subject to a criminal background check and authorize Caroline County to perform a criminal background check, including, but not limited to, criminal record review and review of my driving record.
4. I specifically acknowledge that:
 - a. If, during the selection process, any information I have supplied on this Form is found to be incorrect or incomplete, I may be subject to disqualification from further consideration as an applicant for the Caroline County Planning Commission for furnishing false information.
 - b. If, after I have been appointed to the Caroline County Planning Commission, any information I have supplied is found to be incorrect or incomplete, I may be removed from the Commission for furnishing false information.
5. I fully understood the provisions of this Applicant Certification and Authorization when I read them, or they were fully explained to me by the Caroline County Commissioners Office.

Date: _____ Applicant's Signature: _____

Application checklist: _____ Completed and signed Biographical Information Form, including the additional information requested on page two of the form

_____ Letter of interest

Please mail completed application packets to:

County Commissioners of Caroline County
Attn: Melanie Smith
Courthouse
109 Market St., Room 123
Denton, MD 21629