

**JEFFERSON COUNTY FLORIDA  
BOARD OF COUNTY COMMISSIONERS  
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION**

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Work) \_\_\_\_\_

Preferred Contact #: Home                  Cell                  Work

E-Mail Address: \_\_\_\_\_

Are you: Jefferson County Registered Voter? Yes                  No

Please check the months you would NOT be available for meetings:

Jan    Feb    Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec

Occupation: \_\_\_\_\_

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes                  No

If yes, please provide the name of the Board or Committee:

1. \_\_\_\_\_
2. \_\_\_\_\_

*Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.*

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

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Academic – Degrees, Diplomas

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Professional – Certifications

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Knowledge – Training, interests, or experience

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Community Involvement – List organizations/positions

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Organizations – Membership

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Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

**IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES**

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision and all members of bodies exercising planning, zoning, or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by Chapter 112, F.S. If appointed, please contact the County Supervisor of Elections to obtain the applicable disclosure forms.

Terms on various boards and agencies vary and may be for a period up to three years. Appointments expire on the last day of August of each year on a staggered basis. In addition, vacancies occur throughout the year for various reasons and vacancies are filled for the remainder of the unexpired term. If any vacancy is for a period of less than six months, the Board of County Commissioners, at their discretion, may appoint an individual for the remainder of the current term, plus one full term at the time of appointment. County boards and agencies play a vital part in our community. You are encouraged to submit an application for appointment to a County board or agency prior to board appointment deadlines. The deadline to accept any application for annual appointments is 5:00 p.m. Wednesday of the week preceding the Regular Commission Meeting on the first Thursday of the month of August. There is no deadline for accepting applications to fill vacancies. For information concerning any board or agency or the appointment process, please call the Office of the County Coordinator at the Courthouse Annex, (850)342-0287, or visit our website at [www.jeffersoncountyfl.gov](http://www.jeffersoncountyfl.gov).

COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator  
Jefferson County  
450 West Walnut Street  
Monticello, FL 32344

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

\_\_\_\_\_  
Date

Staff Use Only: Appointed: Yes    No    Term Expiration Date: \_\_\_\_\_

Date Notified: \_\_\_\_\_