



# PERSONNEL COMMISSION PUBLIC SERVICE APPLICATION

## CITY OF EL CAJON

**Please submit the signed application by e-mail, mail, or in person.**

**Drop off or mail to:** City Clerk's Office, 200 Civic Center Way,  
El Cajon, CA 92020

**Email:** [acortez@elcajon.gov](mailto:acortez@elcajon.gov)

**NOTE:** *Once a public service application is filed with the City, it becomes a public record.*

### **General Information:**

**Term of Office & Position Type:** The term of office & position type are to be determined.

**Selection Process:** The City Council will consider applications received and interviews will be scheduled accordingly.

**Applications are accepted on an ongoing basis.** Your application will remain on file until an open seat/position is available, at which point you will be contacted with information regarding the interview process.



## PERSONNEL COMMISSION PUBLIC SERVICE APPLICATION

### Eligibility:

The following questions represent the minimum qualifications to serve on the City's Personnel Commission.

### **Personnel Commission Requirements:**

Are you a resident of the City of El Cajon?    Yes        No

***Residency: Pursuant to Section 2.24.030 of the El Cajon Municipal Code (ECMC), applicants must be a resident of the City at the time of applying for a commission and continue to reside in the City during the term of office.***

***Applicants nominated by employee associations are not subject to this requirement, pursuant to Section 2.24.110 of the ECMC.***

### **Additional Requirements:**

Please check the position you are applying for:

\* Two (2) members appointed by the City Council from a list of three (3) persons nominated by employees in the Classified Service, except when an incumbent is to be re-nominated, then one (1) name may be submitted.

\*\* Two (2) members appointed by the City Council directly.

\*\*\* One (1) member appointed by the City Council from a list of three (3) persons nominated by the four (4) appointed members, except when an incumbent is to be re-nominated, then one (1) name may be submitted.

### Applicant Information:

Full Name:

Full Address:

*Street Number and Name*

*City*

*State*

*ZIP Code*

Phone:

Email:

Supplemental Questionnaire:

Explain your interest in this position.

Have you ever been disciplined or cited for breach of ethics or unprofessional conduct or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please explain.

Have you been or are you now a member of a governmental board, commission or committee? If yes, please explain.

Please list three references who can speak to your work experience, character, or acts of service. Please provide their best contact information.

Are you related to an employee of the City of El Cajon?

Education & Experience:

Please list education, training, or special qualifications that you believe best qualifies you for this position.

Please list membership in service or community organizations or volunteer work that relates to this position.

Employment (current to past):

Employer Name

Job Title

*Dates of Employment*

From

To

List the duties performed:

Employer Name

Job Title

*Dates of Employment*

From

To

List the duties performed:

Employer Name

Job Title

*Dates of Employment*

From

To

List the duties performed:

*By signing below, I certify that the information provided on this application is true and correct to the best of my knowledge.*

Signature

Date