

Civil Service Commission Application Form



General Information

First and Last Name Required

Address (Street, City, State, and Zip Code) Required

Phone Number (Enter 0000 if You Do Not Have One) Required

Email Address Required

Qualifications Required by RCW 41.08.030

Qualifications for an appointment to the Civil Service Commission are governed by RCW 41.08.030, which can be read [here](#). An applicant must be a United States citizen, have lived in Kirkland for the two years preceding their appointment to the Civil Service Commission, and a registered voter in King County.

Are you a Citizen of the United States? (Select 1 option) Required

- Yes
 No

Residency Requirements (Select 1 option) Required

Most positions require that a member is a City resident. Residency is defined as follows: *A person is a resident of Kirkland or resides in Kirkland when that person's permanent address where they physically reside and maintain their abode or habitation is within the jurisdictional boundary of the city of Kirkland. A person may have only one permanent address at a time and must physically reside at that address at least nine months of each calendar year for it to be considered their residence.*

- I am a Kirkland resident
 I am not a Kirkland resident

Have you lived in Kirkland for at least two years preceding your application to the Civil Service Commission? (Select 1 option)

Required

- Yes
- No

Are you registered to vote in King County? (Select 1 option) Required

- Yes
- No

Getting to Know You

For this section of the application, please share the information requested as it is relative to the board, commission, and committees for which you are applying. This information will assist the City Council and City Manager upon their review of applicants to determine who will be selected for an interview for each vacant position.

Please share your relevant background, experience, and local affiliations. Required

Some examples of affiliations include service clubs, advocacy groups, neighborhood associations, or similar organizations, and city training such as the Kirkland Initiative.

Describe your involvement in the Kirkland community. Required

Describe any experience you have considering complex issues and perspectives. Required

What do you believe are the key issues currently being considered by the Civil Service Commission? Required

Are you able to commit to the necessary time to review issues presented and attend meetings? Required

Please tell us about any particular experience you have with Police Officers and Firefighters. Required

Please describe why you are interested in serving on the Civil Service Commission. Required

You are welcome to attach any additional information you feel is relevant to decision makers here:

Examples may include a resume, letter of interest, etc.

Please attach all files to the end of this form before submitting it.

Submitting the Application

City Manager's Office Review

Acknowledgments & Agreements

I am applying to serve on a City advisory board, commission, or committee. I understand that if I am appointed to this position, I am responsible for the following all applicable provisions of the City Council Policies and Procedures and other City policies, procedures, and code requirements relating to my service on the board, commission, or committee.

I agree that, if appointed, I will: (Select 1 or more options) Required

- Abide by the City of Kirkland Code of Conduct and Code of Ethics, which I have reviewed in advance of providing this acknowledgment. Required
- Follow the City's policies regarding the use of electronic devices for City business and regarding public records management and disclosure of records related to my role as a member of a City board, commission, or committee. Required
- Regularly check my City-provided email to keep up-to-date on information provided by City staff. Required
- Review all meeting materials (agendas, memorandums, etc.) prior to the scheduled board, commission, or committee meeting. Required
- Attend 80% of the meetings in any 12-month period, unless I have a prearranged absence, but no less than 60% of all meetings even with prearranged absences. Required
- Inform the City as soon as possible of any special accommodations I may need to successfully fulfill my appointment. Required

I understand that, if appointed, I am required to complete the following within 90 days of my appointment: (Select 1 or more options) Required

[City of Kirkland Code of Ethics](#) and [Code of Conduct](#)

- All required trainings, including those related to the Open Public Meetings Act (ch. 42.30 RCW), Public Records Act (ch. 42.56 RCW), and the Preservation and Destruction of Public Records statute (ch. 40.14 RCW), and provide documentation to the City Clerk regarding my successful completion of the trainings; Required
- Sign the City's form acknowledging my agreement to abide by the City's Code of Conduct and Code of Ethics. Required

I understand that I may be removed from my appointed position if I fail to perform these responsibilities. (Select 1 or more options) Required

I understand the statement above. Required

Declaration

Applicant Attestation (Select 1 option) Required

I certify that the information I have provided in this document, including information pertaining to residency, is true and correct and that I acknowledge my appointment will be revoked if the information is shown to be false.

Full Name Required

Date of Submission Required

City, State, and Zip Code Required

Signature Required

To request information from this document in your language, please contact the Title VI Coordinator at titleviordinator@kirklandwa.gov or 425-587-3831.

如需此文件中信息的口体中文 版本, □□送□子□件至 titleviordinator@kirklandwa.gov 或□打 425-587-3831 □□ Title VI □□□。

Чтобы запросить перевод этого документа на по-русски, свяжитесь с координатором по вопросам Раздела VI по электронной почте titleviordinator@kirklandwa.gov или по номеру 425-587 3831

Para pedir información sobre este documento en español, comuníquese con el coordinador del Título VI escribiendo a titleviordinator@kirklandwa.gov o llamando al 425-587-3831.

Para solicitar informações deste documento em português, entre em contato com o Coordenador do Título VI em titleviordinator@kirklandwa.gov ou 425-587-3831.

한국어로 이 서류의 정보를 원하시면 타이틀 VI 코디네이터에게 이메일이나 전화로 연락 하십시오. 이메일: titleviordinator@kirklandwa.gov 전화: 425-587-3831.

Để yêu cầu thông tin từ tài liệu này bằng tiếng Việt, vui lòng liên hệ với Điều Phối Viên Tiêu Đề VI theo địa chỉ titleviordinator@kirklandwa.gov hoặc theo số (425) 587-3831.

Alternate Formats:

People with disabilities may request materials in alternate formats.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3831 (TTY Relay: 711) or TitleVICoordinator@kirklandwa.gov.

End of form

Don't forget to attach all files before submitting this form