



SAMPLE APPLICATION PACKET

1/2017

ALL INFORMATION IS **REQUIRED** TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR APPOINTMENT TO THE CITY COUNCIL

TO: City Secretary/Secretary of Board

I request that my application be considered for appointment to the City Council position.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)

FULL NAME (First, Middle, Last)

PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)

PUBLIC MAILING ADDRESS (If different from Permanent Residence Address.)

CITY

STATE

ZIP

CITY

STATE

ZIP

PUBLIC EMAIL ADDRESS (If available)

OCCUPATION (Do not leave blank)

DATE OF BIRTH

VOTER REGISTRATION VOID NUMBER (Optional)¹

TELEPHONE CONTACT INFORMATION (Optional)

Home:

Work:

Cell:

LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN

IN STATE

IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED²

____ year (s)

____ year (s)

____ month(s)

____ month(s)

If using a nickname as part of your name in this application, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to completion of this application.

Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:

"I, (name) _____, of _____ County, Texas, being an applicant for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.

I further swear that the foregoing statements included in my application are in all things true and correct."

X

SIGNATURE OF APPLICANT

Sworn to and subscribed before me at _____, this the _____ day of _____, _____.

SEAL

Signature of Officer Administering Oath³

Title of Officer Administering Oath

TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:

(See Section 1.007)

Date Received

Signature of Secretary

Voter Registration Status Verified ☐

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹Inclusion of a applicant's VUID is optional. However, many applicants are required to be registered voters in the territory from which the office is elected on the date the appointment is made. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

²This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

³All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas.

CITY OF CORPUS CHRISTI – APPLICANT REQUIREMENTS

Individuals seeking appointment to the vacant City Council District 1 position must meet the following requirements:

1. **MUST** be a citizen of the United States.
2. **MUST** be 18 years of age or older on the date of appointment.
3. **MUST** not have been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.
4. **MUST** not have been finally convicted of a felony from which he/she has not been pardoned or otherwise released from the resulting disabilities.
5. **MUST** have resided continuously in this state for the twelve (12) months and in City Council District 1 for the six (6) months immediately preceding the date the appointment is made.
6. **MUST** be registered to vote in City Council District 1.
7. **MUST** maintain actual residence in City Council District 1 throughout the term of office and he/she understands that failure to do so shall work a forfeiture of office.
8. **MUST** not owe delinquent taxes to the City.
9. **MUST** file an Official Application Packet by the deadline, consisting of the following:
 - i. Completed Application
 - ii. Resume
 - iii. Completed Questionnaire for Appointment to the City Council
 - iv. Completed four-page Disclosure and Authorization Form to Obtain Consumer Reports for Appointment Purposes
 - v. Completed Report of Financial Information.

APPLICANT'S RESUME

QUESTIONNAIRE FOR APPOINTMENT TO THE CITY COUNCIL

Answer every question below. The answer to each question can be no more than 250 words.

TYPEWRITTEN ANSWERS ARE STRONGLY ENCOURAGED

1. Question Number 1

Why do you want to be a City Council member and what makes you the most qualified candidate?

2. Question Number 2

What do you believe should be Council priorities?

3. Question Number 3

What would your priorities be as an At-Large Council Member?

4. Question Number 4

What is your understanding of the council-manager form of government?

Signature _____
Printed Name: _____

Date

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR APPOINTMENT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for appointment, the City of Corpus Christi ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

Printed Name

Applicant Signature Date

Parent or Legal Guardian Signature Date
(for searches conducted on minors under
the age of 18)

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize The City of Corpus Christi to obtain and rely upon consumer reports or investigative consumer reports in considering me for appointment. By my signature below, I authorize the City of Corpus Christi to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Printed Name _____
SAMPLE
Applicant Signature _____ Date _____

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

Date

Personal Data

Last Name

First Name

Middle Name

Current Address

Dates Lived Here

Addresses for the Past Seven Years: (include street, city, state, zip code)

Dates of Residence:

Date of Birth

Other Names Used (including maiden name)

Years Used

Social Security Number

Driver's License #

State

Email address (may be used for official correspondence)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name

Applicant Signature

Date

Filed Pursuant to Section 2-340 et seq.
Corpus Christi Code of Ethics
(Revised August 19, 2009, pursuant to Ethics Ordinance Change)

☐ Annual Report for Year Ending December 31, 20____. (Due by last Friday of April)

☐ Supplemental Report for Six Months Ending June 30, 20____. (Due by last Friday of July)

☐ Candidate's Report for Year Ending December 31, 20____. (Due 5 days after filing for office)

INSTRUCTIONS. Please type when filling out this form. Attach pages if additional space is needed on any response and identify each response by the part to which it relates. **ALL REPORTS MUST BE PHYSICALLY FILED WITH THE CITY SECRETARY BY 4:45 P.M. ON THE DEADLINE.** As used below, "reporting official" includes "candidate".

REPORTING OFFICIAL:

☐ City Council Member - Position: _____

☐ Appointed Board Member - Board: _____

☐ Municipal Court Judge (or substitute judge): _____

☐ City Staff Member - Title: _____

☐ Candidate for City Council - Position: _____

REPORTING OFFICIAL:

INDIVIDUAL REQUIRED TO FILE:

RESIDENCE ADDRESS:

(City)

The report shall include all of the following information for the reporting official and the reporting official's spouse, but information relating to the spouse need not be segregated from that relating to the reporting official.

PART I. LICENSES.

List all professional, occupational or business licenses held by the reporting official.

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PART II. BUSINESSES.

List all the names of any businesses with which the reporting official was actively engaged or associated, and the principal address and phone number of each, together with the position or title held. You are not required to include any businesses which are reported in other sections of this Report.

PART III. INCOME.

List the names and addresses of all sources of income which exceed 10 percent of the reporting official's gross income, or \$5,000 in salary, bonuses, commissions or professional fees, or \$20,000 in payment for goods, products or non-professional services. If the reporting official is self-employed or owns or controls at least a 20 percent interest in a partnership, corporation or other entity through which the reporting official does business, you must also report the names and addresses of the clients or customers who do business with the City from whom the reporting official, partnership, corporation or other entity received at least 10 percent of its gross income. The City publishes a list of those persons "who do business with the City" which you may rely upon for the purposes of this provision. (A sole proprietor shall not be required to report a source of income he or she would not have to report if operating as a corporation or partnership.)

PART IV. BUSINESS ORGANIZATIONS

List the name and address of any business organization* in which the reporting official held, owned, acquired or sold stock or other equity ownership having a value exceeding \$5,000 or equivalent to 10 percent or more of the stock or equity in the entity or owns 10% or more or \$5,000 or more of the fair market value of the business organization or funds received from business organization exceed 10% or more of the person's gross income for the previous year.

*"Business organization" includes a corporation, general partnership limited partnership, joint venture, trust or sole proprietorship.

PART V. REAL PROPERTY.

List all real property * in Nueces County or any adjoining county in which the reporting official held any legal or equitable ownership with a fair market value of \$2,500 or more. The list shall include a description sufficient to locate the property, preferably the physical address of the real property.

"Real Property" includes land, buildings, improvements, mineral interests and leasehold estates, whether such property is owned by the official or by another as trustee for the official.

PART VI. PERSONAL LIABILITIES.

List the name and address of any person to whom the reporting official was indebted in excess of \$10,000 together with the dates any such debts were incurred. "Indebted" includes obligations on which the reporting official is a guarantor or co-signer, in which case the names of the borrower and lender shall be listed. ("Person" is defined in Section 2-341 as "an individual, proprietorship, firm, partnership, joint venture, syndicate, trust, company, corporation, association, committee, estate, receiver, entity or any other organization or group of persons acting in concert, whether profit or nonprofit.")

PART VII. NOTES, BONDS & LOANS.

List the name and address of any person who is the obligor on any note, bond, loan or any other similar obligation, written or unwritten, owed to the reporting official which in the aggregate equal \$10,000 or more together with the dates of such obligations.

PART VIII. CONTRACTS WITH THE CITY OF CORPUS CHRISTI

List all contracts with the City of Corpus Christi, including the date, term, type of good or services provided and the amount of the contract.

PART IX. POSITIONS AND BOARDS.

List all board of directors or governing bodies of which the reporting official is a member, and all offices or executive positions the reporting official holds in corporations, partnerships, limited partnerships, professional corporations, associations or other entities, including non-business and non-profit entities, stating the name of each entity and position held, and excluding entities owned or created by the city.

PART X. GIFTS AND FAVORS.

List the name and address of any person from whom the reporting official received gifts or favors, including but not limited to trips, excursions, food, lodging, money, commodities or services, cumulatively exceeding \$200 in value. The nature and date of each gift received shall be specified. Provided, however, campaign contributions reported as required by state law and gifts or favors from relatives need not be reported hereunder.

“Relative” includes spouse, father, mother, brother, sister, son, daughter, spouse’s children, grandfather, grandmother, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather-in-law, grandmother-in-law, uncle by marriage, aunt by marriage, nephew’s wife, niece’s husband, grandson-in-law, granddaughter-in-law, first cousin’s spouse, adoptive relationships being treated as natural.

VERIFICATION

I do solemnly swear that the foregoing Report, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me pursuant to the City of Corpus Christi Code of Ethics, Section 2-34 et seq.

Signature of Official

SWORN AND SUBSCRIBED BEFORE ME by _____ this _____ day of _____,
20____, to certify which, witness my hand and seal of office.

Notary Public, State of Texas

FILED FOR RECORD this

_____, 20____.

City Secretary