

APPLICATION FOR MEMBERSHIP TO A BOARD OR COMMISSION

How to apply. Prepare a résumé and submit it to the City Clerk's office along with the Citizen Leadership Form (see below). Résumés are reviewed periodically by the City Council when an opening is available and you may be called for an interview.

Click here to download the [Citizen Leadership Form](#)

Tips on how to prepare a résumé.

Below is just a sample/suggestion of topics that should be included. Many books and online resources are available on how to prepare a résumé.

- **Name and Address:** Place at the top with a phone number and email address.
- **Objective:** What Board/ Commission are you interested in applying for?
State reasons why you would like to serve on a particular Board.
- **Qualifications:** Tell something about yourself and your interests.
Leadership abilities, general knowledge availability,
specifics about your background, etc.
- **Education:** High School, Trade School, community College or University
- **Extracurricular Activities / Interests:** Hobbies, Organizations, Church, Scouts.
Music, Drama, etc.
- **Volunteer Service:** Fireman, First Aid, Library, Hospital, Church, etc.
- **Awards or Honors:** Heroism, Academics, Volunteer Work, etc.

Please add anything else that you may want the City Council / Mayor to know about you.

CITY OF LONG BRANCH
CITIZEN LEADERSHIP FORM

I, _____, hereby apply to perform services on the following municipal authority, board and/or commission:

- a) _____
- b) _____
- c) _____

Name

Address

City, State, Zip

Phone

Email

Please list any education, prior volunteer experience, work related experience or other civic involvement which could be of use to the authorities, Boards and/or Commissions which you listed above.

****Note – Any volunteer will be subject to the Local Government Ethics Law and will be required to file a Financial Disclosure Form.**