



TOWN OF CLARKDALE Archive Collections Manager Volunteer Application

Before you begin....

Thank you for your interest in serving as the Heritage Conservancy Board's Archive Collections Manager. The term for this position is January 1 to December 31. Applicants are asked to participate in an informal interview process by an interview committee consisting of a staff member and member(s) of the Heritage Conservancy Board and Town Council. This process helps us to get to know you better and assists the Board in matching applicants to the openings. The Town Council encourages all citizens to be involved in their government. However, occasionally there are more applicants than there are positions to fill. Should you not be appointed, we encourage you to consider the many other volunteer opportunities with the Town.

This application is a public record, and as such may be disclosed to the public under Arizona's Public Records Laws. The applicant's name may also appear on the Town's website. Please call the Town Clerk at 639-2400 if you have any questions or concerns about the disclosure of specific information.

Contact Information

Name: _____ Date: _____

Physical Address: _____

Mailing Address: _____

Home Telephone: _____ Email Address: _____

Current Employer: _____

Work Address: _____ Work Phone #: _____

May we contact you at work? Yes No

Required Information

1. Are you now or have you ever been employed by the Town of Clarkdale? Yes No
2. Are any of your relatives, either by blood or marriage, employed by the Town of Clarkdale? Yes No
3. Except for minor traffic violations, have you ever been convicted of any violation of federal, state, local or military law or statute? Yes No

If the answer to 1, 2 or 3 is 'yes', please explain below or on an attached sheet of paper.

4. Why are you interested in serving as the Collections Manager?

5. Please describe your qualifications for serving as the Collections Manager.

Education, Skills and Qualifications

6. College/Universities/Trade Schools – list names, locations, majors and degrees received:

7. List any other training, apprenticeships, skills you have acquired and the degree to which you are qualified:

8. Please list professional memberships, registrations, licenses, etc. that you feel may be applicable to the position for which you are applying.

9. What previous volunteer or community service projects or activities have you participated in (does not have to be in Clarkdale)?

Additional Information

10. Is there any other information you would like to provide which might help the Board make its decision on the appointment?

Signature

By signing below, I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of application, or if appointed, removal.
2. I hereby authorize the Town of Clarkdale to verify, by direct contact or otherwise, any or all information provided in this application and any subsequent interview and release the Town of Clarkdale from any and all liability arising from those actions. I hereby release any person giving or receiving any such information from any and all liability arising from those actions.
3. I understand that falsification of data so given or other derogatory information discovered may prevent my being appointed, or if appointed, may subject me to removal.

The Board selects the best matched applicants based upon qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local equal opportunity laws.

Applicant Signature: _____

Date: _____

Where to send your application

Mail your application to: Town Clerk, Town of Clarkdale, Post Office Box 308,
Clarkdale, Arizona 86324

OR

Fax your application to: (928) 639-2409

OR

Deliver your application to: Town Hall Administration Building, 39 N. Ninth Street, Clarkdale

Information about the Heritage Conservancy Board

The **Heritage Conservancy Board** advises Town Council and staff regarding the preservation, conservation, and promotion of natural, cultural and historical resources. The Board currently meets on the third Wednesday of January, March, May, July, September, and November. In addition to meetings, members accept and archive historical documents and artifacts, research records for the public and town personnel, design displays for the library and other forums, and duplicate photos, plans and other documents for the public.