



**CITY OF MONTROSE  
Commissions Application**

This application is designed to help us obtain information about your interests and qualifications for serving on a Montrose Commission. Please submit your completed application to Montrose City Hall, located at 311 Buffalo Avenue South, PO Box 25, Montrose, MN 55363. The submission of this application does not obligate you to volunteer for any City service. We appreciate your time and interest in serving our community. If you have any questions, please contact City Hall at 763-575-7422.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Other: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Please indicate your preferred form of communication: \_\_\_\_\_  
How long have you lived in Montrose? \_\_\_\_\_

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 4.

<u>Interested (Y/N)</u>	<u>Rank</u>	<u>Commission List</u>
_____	_____	Planning & Zoning Commission
_____	_____	Park & Recreation Commission
_____	_____	Economic Development Authority
_____	_____	Highway 12 Redevelopment

**BACKGROUND:** Please explain your career, education, or other special talents that would be valuable to the Commission/Authority you are interested in:

\_\_\_\_\_  
\_\_\_\_\_

Do you have prior experience volunteering or serving on any Boards or Commissions within the City of Montrose or other municipalities? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose Commission/Authority:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MONTROSE**

**ADVISORY COMMISSION APPLICANTS  
DATA PRACTICES ADVISORY FOR  
PROTECTED INFORMATION FORM**

**(READ THIS ADVISORY BEFORE COMPLETING THIS FORM)**

The Minnesota Government Data Practices Act requires you to be informed that the following information which you have been asked to provide on the attached form is considered private data:

1. Your full name. \*
2. Any and all previous names by which you are known, regardless of whether or not they were your legal names.
3. Your date of birth.
4. Your sex.
5. Your criminal history data maintained by agencies, political subdivisions and statewide systems.

\*It shall be noted that if you are appointed to an advisory commission, your name and home address become public information.

The purpose and intended use of this data is to conduct the background inquiries which this City uses to establish your eligibility to be appointed to an advisory commission. The specific use for each category of data is described below:

1. To conduct a thorough and complete criminal history and felony background check, all names by which an applicant is or has been known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth, and sex must be supplied.
4. A complete criminal history and driver's license check are conducted to determine whether there are any job-related factors which affect your suitability for employment. Driver's license checks only affect those positions which require that the employee drive during the performance of a job.

This data will be used solely for the above mentioned purposes. This data will not be made available to the appointing authority unless a criminal conviction record is discovered. In that case, information gained by use of previous names, date of birth, or race, will be forwarded to the appropriate authority without reference to date of birth, age or race.

The existence of a criminal conviction record will not automatically disqualify you from serving as an advisory commission member with the City. Before any applicant is rejected on the basis of a criminal conviction, he/she will be notified in writing and will be given any rights to processing of complaints or grievances afforded by Minnesota Statute Ch. 364.

You are not legally required to provide the requested information. However, if you do not, the City will be unable to conduct the required background inquiries and will not be able to process your application and the City will not be able to consider you for a position on an advisory commission.

I have read and understand the information stated above:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

