## Town of Wytheville

### Town Committee Application

**Date Received:**

___________________________

**Date Appointed:**

___________________________

---

**Please type or print in pen clearly:**

**Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
</table>

Mr., Mrs., Miss, Rank

**Home Mailing Address:**

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**Business Name and Mailing Address (if appropriate):**

---

**Communications:**

Phone (day): __________ (cell): _______ E-mail: ____________________________

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**Vocation/Profession:**

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**Education/Qualifications/Job Experience(s):**

__________________________________________________________

---

**Interests/Community Service Activities:**

__________________________________________________________

__________________________________________________________

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<table>
<thead>
<tr>
<th>Boards/Commission(s) you wish to serve on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice: ____________________________</td>
</tr>
<tr>
<td>2nd Choice: ____________________________</td>
</tr>
<tr>
<td>3rd Choice: ____________________________</td>
</tr>
<tr>
<td>Others: ________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current member of a Town Board/Commission?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, please list:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Previously served on a Town Board/Commission?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, please list:</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Have you ever worked for the Town of Wytheville?</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>If Yes, please list dates and names of departments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you related to any Town employee or appointee?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, please indicate name and relationship:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you aware that financial disclosures may be required annually?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you aware of any potential conflicts of interest?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you aware that you will be required to have a background check to serve on a Town Committee/Board?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(additional signature forms required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you aware of the time commitment involved?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

What do you see as the objectives and goals of the Board/Committee(s) to which you seek appointment?

What special qualities can you bring to the Board/Committee(s)?

I hereby certify that the above information is correct to the best of my knowledge.

__________________________________                           _______________________________
Signature                                                                                 Date

Please Mail Your Completed Form To:
Office of the Clerk
Town of Wytheville
Post Office Box 533
Wytheville, Virginia 24382

We thank you for your interest in serving on a Town Board or Commission.
TOWN COMMITTEES

Board of Zoning Appeals -- Composed of five members who are recommended by the Town Council and appointed by the Judge of the Circuit Court of Wythe County. The term of office is for five years and meets as needed. The Board hears and decides appeals from any order, requirement, decision or determination made by the Zoning Administrator in the administration or enforcement of the Zoning Ordinance. The Board authorizes, upon appeal, in specific cases a variance from the terms of the Zoning Ordinance as will not be contrary to the public interest, when, knowing the literal enforcement of the provisions will result in unnecessary hardship.

Building Code Appeals Board -- Composed of five members and the term of office is for five years. The Board meets as needed. The Board hears appeals concerning the application of the Building Code or refusal to grant a modification to the provisions of the Code covering the manner of construction or materials to be used in the erection, alteration or repair of a building or structure.

Wytheville Industrial Development Authority -- Composed of seven members. The term of office is for four years, and the Authority meets annually the third Wednesday in April at 9:00 a.m. or as needed. Historically, the Town and County both had Industrial Development Authorities whose purpose was to promote economic growth and act as the agent for industrial development bonds. With the advent of the Joint Industrial Development Authority who is now charged with these activities, the Town’s Authority acts as a support organization, if necessary, to the Joint Authority.

Joint Industrial Development Authority -- Composed of seven members, two of which are appointments by the Town. The term of office is for four years, and the Authority meets the fourth Thursday of each month at 3:00 p.m. The Authority initiates, develops and coordinates industrial and economic development efforts in order to achieve and sustain the optimum quality of life for all Wythe County citizens.

Planning Commission -- Composed of seven members, one of whom is a Town Council liaison member. The term of office is four years. The Commission meets the second Thursday of each month at 6:00 p.m. in the Town Council Chambers. The Planning Commission is advisory to the Town Council and makes recommendations to the Council regarding planning issues including the Zoning Ordinance and a wide array of land use and land use policy issues. Planning Commission members are required to complete a certified planning commissioner’s course within the first year of service on the Commission. The course begins with an intensive weekend session, followed by a ten-week home study session and closes with a final weekend session. The course educates the members on State legislation relating to planning and zoning, and it introduces relevant planning and zoning issues. Commission members have the opportunity to meet other Commission members from local governments and compare their experiences. The course is a valuable aid to understanding the role of the Planning Commission and each member’s duty on the Commission. The cost of the course, lodging and meals are paid by the Town.
Recreation Commission -- Composed of five members (five members over the age of 18 years and two members not less than 15 years of age nor more than 17 years of age) and one Town Council liaison member. The term of office for members over 18 years shall be three years and members not less than 15 years nor more than 17 years shall be for a term of one year. The Commission meets the second Wednesday of each month at 5:30 p.m. The Recreation Commission is advisory and advises the Town Council with respect to the immediate and long range plans and programs necessary to meet the active and passive recreational needs of the citizens of all ages in the Town. The Commission assists and advises the Director in the continuing development of recreational plans and programs. The Director reviews recreation plans with the Commission and discusses all matters pertaining to the recreation programs.

Redevelopment and Housing Authority -- Composed of seven members and one Town Council liaison. The term of office is for four years. The Authority meets the second Wednesday of each month at 12:00 noon. The Housing Authority is charged with the general operation of housing projects and investigating housing conditions and means and methods of improving such conditions.

Smyth-Wythe Airport Commission -- Composed of five members of which two are appointed by the Town. The Commission meets the second Thursday of each month at 7:30 p.m. The Airport Commission is charged with overseeing the construction, improvement, equipment, maintenance and operation of the Mountain Empire Airport.

Tree Advisory Committee -- Composed of five members. The Committee meets the second Thursday of each month at 8:30 a.m. or as needed. The Tree Advisory Committee is charged with developing programs that will replace existing trees as necessary through the years and to help administer the Town’s tree ordinance.

Wall of Honor Committee -- Composed of four members and one Town Council liaison member. One member represents Wythe County, one member represents the Sports Hall of Fame and two members are representatives from the Veterans’ Groups. The initial appointments were for staggered terms. The current terms are for four years. The Committee meets as needed. The Wall of Honor Committee is charged with accepting and reviewing applications for nominees to the Civic Monument and making their recommendations to the Town Council.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board -- Composed of five members and one Town Council liaison. The current term of office is for five years, and the Board meets quarterly or as needed. The Board is charged with reviewing various aspects of the operation of the Jackson Property and making recommendations to the Town Council.
BACKGROUND REPORT RELEASE FORM
PLEASE READ CAREFULLY

This is to notify you that in connection with your application for employment or temporary assignment we may produce a consumer report. Please be advised that we may also obtain an investigative consumer report including information as to your character, general reputation, personal characteristics and mode of living as part of the process. In the event that information gained from these reports is utilized, either in whole or in part, in making an adverse decision we will provide you with a copy of the consumer report and a description of your summary of rights under the Fair Credit Reporting Act (FCRA) before making an adverse action.

This information may be obtained by contacting your present and previous employers or references supplied by you. The report may cover information including, but not limited to, credit reports, criminal history reports, and any public records i.e. driving records, education and licensing verifications, personal reference verifications, federal and state blocked party information, medical professional sanctions and Social Security number verification.

Please be advised that you have the right to request a copy of the consumer report in a reasonable amount of time (60 days). We will make a complete and accurate disclosure of the nature and scope of the information requested.

By signing below, I am authorizing TOWN OF WYTHEVILLE to prepare a consumer or investigative consumer report on me as part of the screening process for employment or temporary assignment. During the period in which I retain employment or assignment, I further authorize TOWN OF WYTHEVILLE to obtain additional consumer reports or investigative consumer reports on me to evaluate my reliability for purposes of determining continued access authorization. I also acknowledge that TOWN OF WYTHEVILLE has provided me with a copy of my summary of rights under the fair credit-reporting act (FCRA).

I additionally authorize all entities having information about me including present and former employers, criminal justice agencies, department of motor vehicles, schools, and credit reporting agencies to release such information to the below indicated party or TOWN OF WYTHEVILLE and to Partnership Screening as the investigative consumer reporting agency, or to any firm retained to conduct such investigations, with all to be treated as the end user of such information without exception.

Name of Requester ________________ TOWN OF WYTHEVILLE ____________________________________________

This release and authorization shall remain valid and in effect during the term of your employment. We reserve the right to run additional consumer reports and/or investigative consumer reports on an as needed basis.

Date: __________________________________ Authorized Signature: _______________________________________

Please write/print legibly

Subject/Applicant Name: ___________________ ___________________ ___________________

FIRST MIDDLE LAST

Physical Address: _____________________________________________________________

City: ___________________ State: _________ ZIP Code: __________________

Previous Address: _____________________________________________________________

City: ___________________ State: _________ ZIP Code: __________________

All Aliases/Maiden Name: _______________________________________________________

Date of Birth: _________/_______/_______ Social Security Number: __________

Drivers License Number: ______________ State Issued: __________ Expiration Date: _______

The information on this form will be used solely for the purpose of identifying or eliminating possible records revealed during the background screening process and will not be used in any way in making an employment or assignment decision.

FOR OFFICE USE ONLY

Date received: ___________ Date Completed: ___________ Dept. Head Notified: ___________

_________________________ ____________________________

Completed by

Revised: 6/17/2013
CONFIDENTIAL PERSONNEL RECORD REQUEST FORM

TOWN OF WYTHEVILLE
P. O. BOX 533
WYTHEVILLE, VA 24382

Please Print

THIS FORM IS TO BE FILLED OUT WHEN THE EMPLOYEE REQUESTS TO SEE, OR HAVE COPIED, ANY INFORMATION CONTAINED IN THE EMPLOYEE'S PERSONNEL FILE. MEDICAL RECORDS ARE EXCLUDED AND CANNOT BE OBTAINED WITH THIS FORM.

X

VOLUNTEER'S NAME

WHO IS REQUESTING INFORMATION? Volunteer

WHAT RELATIONSHIP IS THIS PERSON TO EMPLOYEE? Self

WHAT INFORMATION IS BEING REQUESTED? Copy of Background Investigation

WHY IS THE INFORMATION BEING REQUESTED? Required by law

X

SIGNATURE OF VOLUNTEER

DATE

HUMAN RESOURCE APPROVAL

WAS INFORMATION COPIED? 

WHAT INFORMATION WAS COPIED?

SIGNATURE OF PERSON MAKING COPY

DATE COPIED

HUMAN RESOURCE MANAGER APPROVAL

DATE
DRESS POLICY

WYTHEVILLE TOWN COUNCIL
AND ALL APPOINTED
COMMITTEES, COMMISSIONS AND BOARDS

The Town Council and all appointees to the Town’s various committees, commissions and boards shall illustrate the pride of the Town and dress appropriately for meetings. Business attire standards shall govern. Shorts, sweatpants, blue jeans, baseball caps, tennis shoes and other casual dress shall not be considered appropriate attire for attendance at meetings.