



## INSTRUCTIONS TO COMPLETE THE CITY OF SAN JUAN CAPISTRANO COMMISSION APPLICATION

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Thank you for your interest in serving your community.  
Please read the information below.

- Complete form in entirety.
- From the drop down box, select the Commission/Committee you are interested in serving. A separate application must be completed for each Commission/Committee you are interested in serving.
- If you are applying for the Planning Commission, you will need to complete the Supplemental Questionnaire. Planning Commission applications will not be accepted without a completed Supplemental Questionnaire.
- If the information you are entering does not fit, abbreviate or use a separate sheet of paper.
- You are encouraged to attach a resume or other biographical information.
- Sign the application.
- Application must be received by the City Clerk by **4:30 p.m. on Friday, February 10, 2023.**
- Emailed applications are highly recommended.  
[cityclerk@sanjuancapistrano.org](mailto:cityclerk@sanjuancapistrano.org)
- Mailing address:  
  
City of San Juan Capistrano  
Office of the City Clerk  
32400 Paseo Adelanto  
San Juan Capistrano, CA 92675
- City Hall address:  
  
City of San Juan Capistrano  
30448 Rancho Viejo Road  
San Juan Capistrano, CA 92675

## Application for Commissions, Committees and Boards



City of San Juan Capistrano  
 Office of the City Clerk  
 32400 Paseo Adelanto  
 San Juan Capistrano, CA 92675  
 (949) 493-1171

Thank you for your interest in serving the City of San Juan Capistrano. Please be aware that a condition of appointment is that members must:

- File Fair Political Practices Commission Conflict of Interest Statements upon assuming office, leaving office and annually;
- Attend state mandated Ethics Training (AB 1234) within one year of appointment and bi-annually thereafter;
- Attend state mandated Harassment Prevention Training (AB 1661) within 6 months of appointment and bi-annually thereafter; and
- Be a resident in the City of San Juan Capistrano *(with exception of the Cultural Heritage Commission two (2) members not required to be a resident of the City.)*

Members of all commissions, committees, and boards are subject to City Council policies related to meeting conduct and attendance, among other policies.

If there are vacancies, and you are interested in applying to more than one commission or committee, please complete a separate application for each one.

|                                                                                                               |             |           |                         |
|---------------------------------------------------------------------------------------------------------------|-------------|-----------|-------------------------|
| Last Name:                                                                                                    | First Name: | M.I.      | Primary E-Mail Address: |
| Address:                                                                                                      |             |           | Mobile Phone:           |
| City:                                                                                                         | State:      | Zip Code: | Alternate Phone:        |
| Name of Commission/Committee/or Board you are applying for:                                                   |             |           |                         |
| What education, specialized training, or skills do you have that will benefit the commission/committee/board? |             |           |                         |
| Why are you interested in this commission/committee/board?                                                    |             |           |                         |

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| <p>Briefly state your current or past professional/occupational experience:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Please list any community involvement, community service, fraternal or professional organizations and duration of those efforts:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>What do you believe to be the duties and obligations of the position for which you are applying, including the number of hours monthly you will be available to serve, if appointed:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Although a conviction record will not necessarily be a bar to appointment, have you ever been convicted, imprisoned, or placed on probation for an offense other than a traffic citation or traffic misdemeanor?</p> <p style="text-align: center;">Yes                  No</p> <p>Can you perform all of the duties that are required for the appointment?                  Yes                  No (If No, please state details on a separate sheet and describe accommodations necessary.)</p> <p>Please use this space to provide any additional information you feel is pertinent to your qualifications for an appointment.</p> |

**PLEASE READ CAREFULLY BEFORE SIGNING**

“I certify that all statements made in this application are true and complete to the best of my knowledge. I authorize the City of San Juan Capistrano to make investigations and inquiries that are limited to the requirements for this position. I understand that any false or misleading information given in my application or any step in the employment selection process will subject me to disqualification or dismissal.” If appointed to a city job, applicants will be required to submit verification of legal right to work in the U.S. Prior to hiring, a candidate will be fingerprinted and medically examined at City expense, and failure to pass the medical exam may be disqualifying. Conviction records will be checked.

I understand that, pursuant to the City of San Juan Capistrano’s Conflict of Interest Code, I am required to file Fair Political Practices Commission Statements of Economic Interest upon assuming office, leaving office, and annually; pursuant to California State AB 1234, I am required to complete a certified Ethics Training course within one year of appointment and at least biannually during my service; and pursuant to California State AB 1661, I am required to complete a certified Harassment Prevention Training course within six months of appointment and at least biannually during my service.

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