



## TOWN OF HIGHLAND BEACH

### COMMISSION VACANCY: APPOINTMENT PROCESS

---

#### Step 1: Application Period

- A) A qualified and eligible person interested in being appointed to the commission shall submit a Letter of Interest accompanied by an updated Resume. The letter of interest should state their respective qualifications and reasons for seeking appointment and disclose any and all professional and personal affiliations and memberships.

*Sec. 1.06 (5): To be eligible for election or appointment as Commissioner (including offices of Mayor and Vice-Mayor) a person must be a citizen of the United States. Additionally, a person to be eligible for election or appointment as Commissioner (including offices of Mayor and Vice-Mayor) must be both domiciled within the corporate limits of the Town of Highland Beach, State of Florida, and a qualified elector of the Town of Highland Beach, State of Florida registered in Precincts as may be established from time to time within the Town of Highland Beach, State of Florida for a period of not less than one (1) year immediately preceding the beginning of the qualification period, for candidates for Commission as set forth in [section 1.06\(6\)](#) of the Town Charter, or one (1) year immediately preceding the effective date of any appointment as commissioner, and shall retain such qualifications during their tenure and occupancy of said office.*

- B) A qualified and eligible person interested in being appointed to the commission shall submit a completed and signed background investigation waiver form. (Attachment 1.)
- C) A qualified and eligible person interested in being appointed to the commission shall have until the close of business **April 9, 2019** to submit the items described in Step 1 (A) and (B) to the Town Clerk.

#### Step 2: Background Check Period

- A) The Police Department would expeditiously conduct background investigations similar to those conducted for new employees. The background investigation would verify employment history, affiliations and memberships, financial/credit report and any criminal convictions. Additionally, the Town Clerk would verify if an interested person qualifies per the charter. This process would be completed no later than the close of business on **April 16, 2019**. The period will depend of the numbers of interested persons.

#### Step 3: Application Review

- A) The Town Commissioners will have until the close of business on **April 19, 2019** to ask questions regarding the completeness or contents of the application materials and background check. The Town Manager and assigned staff will respond promptly.

#### Step 4: Public Interviews and Selection

- A) The Town Manager will schedule the Special Meeting(s) needed the week of **April 22, 2019** to ensure an appointment is made by **April 27, 2019**. The Town Commissioner shall make the appointment from the group of applicants. The appointment requires a resolution with an affirmative vote from at least 3 of the four seated commissioners pursuant to Sec. 1.06 (11).



AUTHORITY FOR RELEASE OF INFORMATION



(Background Investigation Waiver)

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME:
DATE OF BIRTH:
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

AGENCY REQUESTING BACKGROUND INFORMATION: Town of Highland Beach
ADDRESS: 3614 South Ocean Boulevard, Highland Beach, Florida 33487

Having made application for certification or employment with the Town of Highland Beach, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature Date

Applicant's Address

OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF COUNTY OF

Sworn to (or affirmed) and subscribed before me this

day of, year, By

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced