



APPLICATION FOR CITIZEN APPOINTMENT

All appointments to County Boards, Commissions, and Committees are made by the Warren County Board of Supervisors. Please complete this Application in its entirety. A resume or separate sheet with additional information may be included.

Board, Commission or Committee to which you are applying:

1. _____ 2. _____

First Name: _____ **Last Name:** _____

Residence Address: _____

Warren County Resident: _____ **Yes** _____ **No** _____ **If yes, how long?** _____

Magisterial District: _____

Preferred Phone: _____

Alternate Phone: _____

Email Address: _____

Vocation/Occupation: _____

Business Name: _____

Business Address: _____

Business Telephone: _____

Employment Experience:

Volunteer Experience and/or Community Involvement:

Education:

Why do you wish to serve Warren County?

Please share your experience, qualifications, and/or talent that you can bring to the Board, Commission, or Committee for which you have applied:

What other interests or concerns do you have regarding Warren County?

AUTHORIZATION TO RELEASE INFORMATION

I hereby certify that all entries on this application are true and complete to the best of my knowledge, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any appointment in the service of Warren County.

I hereby authorize any investigator or duly accredited representative of the County of Warren, Virginia, bearing this release, or a copy thereof, within one (1) year of its date, to obtain any information from schools, residential management and/or credit agents, employers, criminal justice agencies, or any individual or business that can attest to my personal or professional activities. This information may include, but is not limited to, academic achievement, performance, attendance, personal history, training, disciplinary actions, credit, driving, criminal, civil court records and conviction and arrest records.

I hereby authorize and request your release of such information upon request of the bearer. I understand that the information released is for official use only by authorized agents of the County of Warren, Virginia, as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any question as to the validity of this release, you may contact me as indicated herein.

Signature: _____

Date: _____

Applications will remain on file for one year. All applicants to Warren County positions for citizen appointment are afforded equal opportunity without regard to race, religion, gender, national origin, disability, marital status, ethnic background, or political affiliation.

**Please return completed Application along with any attachments to:
Warren County Board of Supervisors
Attn: Emily A. Mounce, Deputy Clerk to the Board
Email: emounce@warrencountyva.net
220 North Commerce Avenue, Suite 100, Front Royal, Virginia 22630
(540) 636-4600 Telephone
(540) 636-6066 Facsimile
www.warrencountyva.net**

AGRICULTURAL & FORESTAL DISTRICT ADVISORY COMMITTEE - Reviews and considers renewal of and applications for Agricultural & Forestal Districts (AFD). AFDs are renewed every ten years. Meets as needed in the Warren County Government Center.

BOARD OF BUILDING CODE APPEALS - Hears and determines appeals from any order, requirement, decision, or interpretation made by the Building Official or his agent in the administration or enforcement of the Virginia Statewide Building Code. Staggered four-year terms beginning October 1 representing each district. Meets as needed at 3:00 p.m. at the Warren County Government Center.

BOARD OF ZONING APPEALS - Hears and determines appeals from any order, requirement, decision, or interpretation made by the Zoning Administrator or his agent in the administration or enforcement of the Zoning Ordinance. Nominated by Board of Supervisors and appointed by the Circuit Court. Staggered five-year terms beginning January 1 representing each district. Meets the first Thursday of each month at 7:00 p.m. as needed in the Warren County Government Center.

BOARD OF APPEALS/WELL & SEPTIC ORDINANCE - Hears and determines appeals from any order, requirement, decision, or determination made by any person in the administration or enforcement of Section 179-11 of the Warren County Code. Four-year term beginning January 1. Meets as needed in the Warren County Government Center.

CEDAR CREEK & BELLE GROVE NATIONAL HISTORICAL ADVISORY COMMISSION - Commission prepares and implements general management plan to address needs of owners of non-federal land, including independent nonprofit organizations within the boundaries of the Park, identifies sites of significance outside the Park deemed necessary to fulfill the purposes of the Cedar Creek & Belle Grove National Historical Park Act. Nominated for appointment by the Secretary of the Interior for three-year terms. Meets quarterly - time and location TBD.

COMMUNITY POLICY & MANAGEMENT TEAM (CHILDREN'S SERVICES ACT) - Serves the needs of troubled and at-risk youth and families through interagency collaboration. Staggered two-year terms; one parent rep, term beginning January 1/one private provider rep, term beginning July 1. Meets the third Tuesday of each month at 2:00 p.m. in the Warren County Government Center.

ECONOMIC DEVELOPMENT AUTHORITY (INDUSTRIAL DEVELOPMENT AUTHORITY) - Fosters and stimulates the development of the economy. Staggered four-year terms beginning March 1. Meets the fourth Friday of each month at 8:00 a.m. at the EDA Administration Building.

FRONT ROYAL GOLF CLUB ADVISORY COMMITTEE - Acts as an advisory board for the Board of Supervisors, advises and makes recommendations on the use, operation, maintenance, planning, and financing of golf club facilities. Staggered four-year terms beginning May 1. Meets the third Thursday of each month (excluding December and January) at 10:00 a.m. at the Front Royal Golf Club.

LORD FAIRFAX COMMUNITY COLLEGE (LFCC) BOARD - Manages the local affairs of LFCC as prescribed by the Code of Virginia and State Board for Community Colleges. Staggered four-year terms beginning July 1. Meets the first Thursday of every other month beginning February at 12:00 p.m./location TBD.

LORD FAIRFAX EMERGENCY MEDICAL SERVICES COUNCIL (LFEMSC) - Plans and implements a comprehensive emergency medical services system for the Lord Fairfax Regional District. Staggered three-year terms beginning July 1. Meets on the third Wednesday every other month beginning in February at 6:30 p.m. at the LFEMSC Office.

NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION (NSVRC) - Promotes the orderly and efficient development of the physical, social, and economic elements of the planning district. Three-year term beginning January 1. Meets the third Thursday of each month at 5:00 p.m. in the NSVRC Office.

NORTHWESTERN COMMUNITY SERVICES BOARD - Provides behavioral health services to persons with or at-risk of severe and persistent mental illness, acute psychiatric distress, substance abuse, mental retardation, and developmental delay. Staggered three-year terms beginning January 1. Meets the third Wednesday of each month at 6:30 p.m. in the Thomas J. Peachy Center.

OLD DOMINION COMMUNITY CRIMINAL JUSTICE POLICY BOARD - Advisory and policy board responsible for recommending local community punishment and sanctioning policy. Three-year term beginning March 1. Meets the third Tuesday each quarter at 6:30 p.m. at the Holiday Inn & Suites.

PARKS AND RECREATION COMMISSION - As an advisory board to the Board of Supervisors, makes recommendations on the operation, maintenance, planning, and financing of County parks and recreation facilities; and coordinates with user groups and organizations on the use of the facilities. Staggered two-year terms beginning March 1. Meets the second Monday in January, March, May, September, and November at 5:30 p.m. at the Warren County Community Center.

PLANNING COMMISSION - Promotes the public health, safety, convenience, and welfare of Warren County citizens; and plans for the orderly development of the community. Staggered four-year terms beginning January 1 representing each district. Meets the second Wednesday of each month at 7:00 p.m. at the Warren County Government Center.

ROAD VIEWERS - Assists in determining roads to be considered for the Rural Addition Program through the Virginia Department of Transportation. No particular term length. Meets as needed. Place and time TBA.

WARREN COUNTY AIRPORT COMMISSION - Advisory board for the Warren County Board of Supervisors. Advises and makes recommendations to County staff, user groups, and organizations using the airport facilities on the operation, maintenance, planning, and financing of the airport facilities. Staggered four-year terms beginning July 1. Meets quarterly on the second Monday beginning January at 7:00 p.m. at the airport terminal.

SHENANDOAH AREA AGENCY ON AGING (SAAA) - Provides services to assist older persons who wish to stay in their own homes, to provide information for seniors and their families, to protect individuals living in long-term care residences, and to facilitate staying active and provide community service. Four-year term beginning October 1. Meets third Friday of the month every other month beginning January at 10:00 a.m.

SOCIAL SERVICES ADVISORY BOARD - Acts in an advisory capacity to the County Administrator, takes an active role in all matters pertaining to public assistance and social services for County citizens, monitors the formulation and implementation of social services programs, makes recommendations on policy matters, makes an annual report to the Board of Supervisors as well as other reports deemed appropriate by the Board. Staggered four-year terms beginning January 1 representing each district. Meets the third Thursday at 4:00 p.m. at the Warren County Health and Human Services Complex.

WARREN COUNTY YOUTH ADVISORY BOARD - Acts as an advisory board to the Board of Supervisors in the implementation of a strategic plan developed to address issues affecting youth and their families. Two-year terms beginning March 1. Meets third Tuesday of the month at 1:00 p.m. at the Warren County Government Center.

Airport Terminal, 229 Stokes Airport Road, Front Royal, VA
EDA Administration Building, 400D Kendrick Lane, Front Royal, VA
Front Royal Golf Club on Country Club Road, 902 Country Club Road, Front Royal, VA
Holiday Inn & Suites, 111 Hospitality Drive, Front Royal, VA
LFEMSC Office, 180-1 Prosperity Drive, Winchester, VA
NSVRC Office, 400E Kendrick Lane Front Royal, VA
SAAA Office, 207 Mosby Lane, Front Royal, VA
Thomas J. Peachy Center, 209 West Criser Road Front Royal, VA
Warren County Community Center, 538 Villa Avenue, Front Royal, VA
Warren County Government Center, 220 North Commerce Avenue, Front Royal, VA
Warren County Health and Human Services Complex at 465 West 15th Street, Front Royal, VA

CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

PURPOSE OF THIS REQUEST (Check only one):

- ADOPTION-DOMESTIC ADOPTION-INTERNATIONAL
 VISA (INTERNATIONAL TRAVEL) OTHER (please specify): _____

NAME INFORMATION TO BE SEARCHED:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>	<u>MAIDEN NAME</u>
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<u>RACE</u>	<u>SEX</u>	<u>DATE OF BIRTH</u> / / (MM/DD/YYYY)	<u>SOCIAL SECURITY NUMBER</u>
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AFFIDAVIT FOR RELEASE OF INFORMATION:

I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.

Signature of Person

State of _____; County/City of _____, to wit: Subscribed and sworn to before me this _____ day of _____, 20 ____.

My Commission expires _____, 20 ____.

Signature of Notary Public

SIGNATURE OF PERSON MAKING REQUEST:

As provided in Section 19.2-389, Code of Virginia, I hereby request the criminal history record of the individual named in Section 1 and swear or affirm I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.

Signature of Person Making Request

State of _____; County/City of _____, to wit: Subscribed and sworn to before me this _____ day of _____, 20 ____.

My Commission expires _____, 20 ____.

Signature of Notary Public

NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:

Mail Reply To:

<u>NAME</u>	
<u>ATTENTION</u>	
<u>ADDRESS</u>	
<u>CITY</u> <u>STATE</u> <u>ZIP CODE</u>	

FEES FOR SERVICE:

- | | |
|---|---|
| FEES:
<input type="checkbox"/> \$15.00 CRIMINAL HISTORY SEARCH
<input type="checkbox"/> \$20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH | * FEES For Volunteers with Non-Profit Organizations:
<input type="checkbox"/> \$8.00 CRIMINAL HISTORY SEARCH
<input type="checkbox"/> \$16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH |
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- * To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteering status and include organization's name, address, and your tax exempt identification number.

METHOD OF PAYMENT: (Note: Personal Checks Not Accepted)

Business or Certified Check or Money Order (payable to Virginia State Police)

Charge Card MasterCard OR Visa
 Account Number: - - -
 Expiration Date: /
 Signature of Cardholder: _____
 Virginia State Police Charge Account Number:

Mail Request To:

Virginia State Police
 Central Criminal Records Exchange
 P.O. Box 85076
 Richmond, Virginia 23261-5076

FOR STATE POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only.

<input type="checkbox"/> No Conviction Data – Does Not Preclude the Existence of an Arrest Record <input type="checkbox"/> No Criminal Record – Name Search Only <input type="checkbox"/> No Criminal Record – Fingerprint Search <input type="checkbox"/> No Sex Offender Registration Record <input type="checkbox"/> Criminal Record Attached	Purpose code: <input type="checkbox"/> C <input type="checkbox"/> N <input type="checkbox"/> O
Date _____ By CCRE/ _____	