

# APPLICATION FOR NOMINATION

City of Hot Springs, Arkansas

## ADVISORY BOARD, COMMISSION, OR COMMITTEE

I am applying for the following board, commission, or committee:

FIRST CHOICE: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

City Board District Residency (check one):  #1  #2  #3  #4  #5  #6  Outside of City

Voter Registration No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

EDUCATION: Please describe your educational background, including the highest level attained and all college degrees, technical training, certifications, etc. that are relevant.

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SKILLS AND QUALIFICATIONS: List any specific skills, abilities, and /or qualifications that are relevant to the position(s) for which you applying.

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REFERENCES: Please provide names and telephone numbers of three (3) references, other than relatives.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

REASON FOR APPLYING: Please describe your reason for applying for a position on a citizen board or commission, including any particular goals you have for the board or commission for which you are applying and any unique talents, experiences, or interests that would help make you an excellent member.

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CRIMINAL HISTORY: Have you ever been convicted of a felony? \_\_\_\_\_ If so, please provide the nature of the charge, sentence received, and date of same.

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EMPLOYMENT: Please briefly describe your past two (2) places of employment, including job title(s), dates of employment, location of job, typical duties, etc.

(1) Current Employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Previous Employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMUNITY SERVICE ACTIVITIES: Please describe your community service activities:

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

COMMITTEE SERVICE: Please list any other city, county, or state advisory committees on which you serve.

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

FAMILY RELATIONSHIPS: Do you have any family members who are currently or were within the past two (2) years employed by the City of Hot Springs? If so, please list names, relationship to you, and the department in which they are/were employed.

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BUSINESS RELATIONSHIPS: Do you conduct any business with the City of Hot Springs? If so, please explain the nature of that business.

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SIGNATURE: I certify that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: To be eligible for nomination for a board, commission, or committee, you must be a registered voter residing within the city limits and, in some cases, must reside within a specific board district of Hot Springs.

PLEASE RETURN THIS FORM TO: Office of the City Clerk, to the attention of Leslie Kauffman, City of Hot Springs, P.O. Box 700, Hot Springs, Arkansas, 71902, or you may fax this form to (501) 321-6809 or email to [lkauffman@cityhs.net](mailto:lkauffman@cityhs.net). If you have any questions, please call (501) 321-6805.

THANK YOU FOR VOLUNTEERING TO SERVE YOUR COMMUNITY!

**CITY OF HOT SPRINGS CODE OF ETHICS**  
**2-13-1, Res. No. 3597, 2-18-97**

**2-13-1.1. General Policy.**

It is essential to the proper working of city government that:

- (a) There is a spirit of working together among city officials that reflects caring and concern for all those who depend on us, good stewardship for the taxpayer and respect for all the people we work with.
- (b) All city officials and employees be dedicated to the highest ideals of honesty and integrity.
- (c) Even the appearance of an impropriety in our decision making process must be avoided.

**2-13-1.2. Purpose of Code.**

The purpose of this Code is to provide a Code of Ethics for the City of Hot Springs. Working for government is a very special vocation. It involves a special kind of public trust. Those who are elected to public office and those who are appointed to positions of authority are expected by the public not only to follow the law but to go above that and set the standard of integrity, honesty, courtesy, and good stewardship.

If each city official will follow the suggestions in the Code of Ethics contained herein, he/she will have done his/her part to ensure objectivity and promote public confidence in city government. This Code is more stringent than what is required by law but it does not go beyond what is expected by the citizens of the City of Hot Springs. The only enforcement to anything mentioned in the Code which does not have force of law must rely on what is in the heart of each individual director or other official and ultimately with the voters at election time.

**2-13-1.3. Principles.**

- (a) City officials must obey the laws of the State of Arkansas and the City of Hot Springs in spirit as well as by letter.
- (b) Decisions must be based on principles, the fundamental truths established by society.
- (c) Principle must never be sacrificed for expedience or for profit, whether that profit be monetary or for the inflation of the individual ego.
- (d) No city office should be used for financial or gratuitous enrichment.

- (e) A spirit of cooperation and teamwork among city officials is essential to the effective management of government. Therefore, all city officials should:**
- 1. Seek to eliminate misunderstandings. Each individual should seek first to understand and then to be understood. Each official must learn to really "LISTEN" to the concerns of both constituents and his/her peers.**
  - 2. Seek to eliminate that ingrained sense of competition among directors and other officials that is so detrimental to the win-win concept for the city as a whole:**
  - 3. Ensure that support or opposition in the decision-making process is never based on the desire to improve one's opportunity for reelection.**
  - 4. Invest in workshops and other training that will serve to teach and foster the value of teamwork and courtesy to all city officials;**
  - 5. Show respect and courtesy to all those who work in government and to the public which city governments seek to serve.**
- (f) Officials should never seek to demean or embarrass fellow officials or employee but must always reserve the right and obligation to clearly state opinions on any issue.**
- (g) A primary goal for all officials should be to timely and respectfully communicate to the citizens they serve and one another.**
- (h) All officials must carry out the duties of office in an efficient and prudent manner.**
- (i) All city officials must never violate the trust placed in them by the citizens of Hot Springs.**
- (j) Officials should believe the best about others, listen with empathy, focus on the positive and provide constructive feedback.**
- (k) Officials should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties. In this regard, purchases and sales of property or other investments which might be interpreted as a speculation for quick profit should be avoided.**
- (l) No official should represent any outside interest before the board of directors without first disclosing such interest.**
- (m) Officials should not seek or accept as gift of value which could be intended to influence them in the performance of official duties.**
- (n) City officials must seek at all times to affirm the dignity and worth of services rendered to the public by the City of Hot Springs.**

# **STATE OF ARKANSAS CODE OF ETHICS**

## ***Title 2. Public Officers and Employees***

### ***Chapter 8. Ethics and Conflict of Interest***

#### ***Subchapter 3. Code of Ethics (Refs & Annos)***

#### **21-8-304. Prohibited activities**

(a) No public official or employee shall use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or his or her spouse, child, parents, or other persons standing in the first degree of relationship or for those with whom he or she has a substantial financial relationship that are not available to others except as may be otherwise provided by law.

(b) No public official or employee shall accept employment or engage in any public or professional activity while serving as a public official which he or she might reasonably expect would require or induce him or her to disclose any information required by him or her by reason of his or her official position which is declared by law or regulation to be confidential.

(c) No public official or employee shall disclose any such information gained by reason of his or her position nor shall he or she otherwise use such information for his or her personal gain or benefit.

**ACKNOWLEDGMENT**

**I hereby acknowledge that I have received and understand the City of Hot Springs Code of Ethics (Resolution No. 3597) and A.C.A. § 21-8-304.**

\_\_\_\_\_  
**NOMINEE**

**DATE:** \_\_\_\_\_