

Application and Appointment

How and Where to Apply

To be considered for appointment to a Board or Commission, applicants should go to the Office of the Township Secretary, located in the Township Administration Building at 75 E. Lancaster Avenue, Ardmore, PA and fill out an application. (A sample application is shown on the next page.) Applications are also available on the Township's website www.lowermerion.org. The application along with an up-to-date resume and cover letter of interest will be forwarded to the members of the Board of Commissioners for their review and consideration. All applicants will be contacted if interviews for the position are scheduled.

**TOWNSHIP OF LOWER MERION
BOARDS AND COMMISSIONS APPLICATION**

NAME _____

HOME ADDRESS _____

EMAIL ADDRESS _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

OCCUPATION _____

HOME PHONE _____ BUSINESS PHONE" _____ "CELL PHONE _____

ARE YOU A REGISTERED LOWER MERION TOWNSHIP VOTER? YES ___ NO ___

HOW LONG HAVE YOU RESIDED IN LOWER MERION TOWNSHIP? YEARS ___
MONTHS _____

HOW MANY LOWER MERION TOWNSHIP COMMISSION OR ADVISORY BOARD
MEETINGS HAVE YOU ATTENDED IN THE PAST THREE
YEARS? _____

BOARD(S) OR COMMISSION(S) PREFERENCE (Please indicate from one to three with one being
your first choice):

**NOTE: IT IS THE PREFERENCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP
OF LOWER MERION THAT APPLICANTS ATTEND AT LEAST ONE MEETING OF THE
BOARD TO WHICH THEY ARE SEEKING APPOINTMENT.**

PLANNING COMMISSION _____	*ZONING HEARING BOARD _____
BOARD OF HISTORICAL ARCHITECTURAL REVIEW (HARB) _____	VOLUNTEER FIRE FIGHTERS ASSISTANCE PROGRAM _____
SHADE TREE COMMISSION _____	CIVIL SERVICE COMMISSION _____
ELECTRICAL EXAMINING BOARD _____	POLICE PENSION ASSOCIATION _____
LOWER MERION TOWNSHIP MUNICIPAL POLICE PENSION FUND _____	ADVISORY COMMITTEE FOR EMPLOYEE RETIREMENT PLAN _____
PERSONNEL REVIEW BOARD _____	VACANCY BOARD _____
CABLE TELEVISION ADVISORY COMMITTEE _____	ENVIRONMENTAL ADVISORY COUNCIL _____
HISTORICAL COMMISSION _____	HEALTH ADVISORY COUNCIL _____
HEARING OFFICER _____	HUMAN RELATIONS COMMISSION _____

*Required to file the State Ethics Commission Financial Disclosure Statement.

By Township Policy, dual membership on any of these boards is prohibited with the exception of the Lower Merion Township Municipal Police Pension fund and the Advisory Committee for Employee Retirement Plan.

Note: An appointment to one of your choices will eliminate your name from the applicant pool for your remaining choice(s).

EDUCATIONAL BACKGROUND

School(s) attended: _____

Degrees received: _____

Major area(s) of study: _____

BRIEFLY DESCRIBE WHY YOU WISH TO SERVE AS A MEMBER OF EACH BOARD OR COMMISSION AND HOW YOUR PERSONAL EXPERIENCE AND BACKGROUND RELATE TO THE FUNCTION OF EACH BOARD OR COMMISSION UPON WHICH YOU WISH TO SERVE

LIST COMMUNITY/CIVIC ORGANIZATIONS

PROFESSIONAL BACKGROUND (Please check the appropriate blanks)

(N.B. By code some boards have specific requirements for membership. See)

- Architect
- Landscape Architect
- Attorney
- Sub-Contractor(*)
 Electrical Mechanical(HARV) Plumbing
- Engineer
- Real Estate Professional
- Business Person – Type of Business _____
- Planner
- Other _____

(*)Do you possess a Township of Lower Merion Occupational License? _____

How long have you practiced the above profession? _____

I HAVE ANSWERED AND UNDERSTAND THE DUTIES DESCRIBED IN THE ORDINANCE(S) COVERING THE ABOVE BOARD(S) OR COMMISSION(S).

I ALSO UNDERSTAND THAT IN LIGHT OF THE TOWNSHIP’S POLICY AGAINST DUAL OFFICE HOLDING, AS ABOVE-NOTED, MY ACCEPTANCE OF AN APPOINTMENT TO ANY EMPOWERING BOARD REQUIRES MY RESIGNATION FROM ANY OTHER EMPOWERED BOARD OF WHICH I AM A MEMBER.

PLEASE ATTACH A COPY OF YOUR CURRENT RESUME.

Signature of Applicant

Date _____

MEMBERSHIP ON THE ZONING HEARING BOARD REQUIRES COMPLIANCE WITH PENNSYLVANIA LAW REGARDING THE FILING OF FINANCIAL DISCLOSURE FORMS WITH THE STATE ETHICS COMMISSION.

THE BOARD OF COMMISSIONERS MAY CONDUCT INTERVIEWS AT THE TIME A VACANCY ON A BOARD OR COMMISSION OCCURS. APPOINTMENTS ARE THEN MADE AT THE NEXT REGULARLY SCHEDULED MONTHLY BOARD MEETING.

Applications will be kept on file in the Community Leadership Resource Bank (CLRB) maintained in the Office of the Township Secretary for Two Years. Applicants will be notified of vacancies prior to the scheduled interview.

For Office of the Township Secretary's Use Only.

Date notified _____ Board/Commission vacancy _____

Date interviewed _____ Appointed ____ Y ____ N

Date notified _____ Board/Commission vacancy _____

Date interviewed _____ Appointed ____ Y ____ N

Date notified _____ Board/Commission vacancy _____

Date interviewed _____ Appointed ____ Y ____ N