

**APPLICATION FOR PENN TOWNSHIP CIVIL SERVICE COMMISSION**

Please take a few minutes to complete the following information:

1 Name: \_\_\_\_\_

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

\_\_\_\_\_ Work

3 Telephone number: \_\_\_\_\_  
Home Work

4 Occupation: \_\_\_\_\_

5 Number of years residing in Penn Township: \_\_\_\_\_

6 Previous committee, public service experience: \_\_\_\_\_

\_\_\_\_\_

7 What is the purpose of the civil service commission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8 Why do you want to serve on this board? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEMO TO: ALL MEMBERS OF TOWNSHIP BOARDS/COMMITTEES/COMMISSIONS**

**FROM: PENN TOWNSHIP BOARD OF COMMISSIONERS**

The position that you hold (or have applied for) on a Township Board/Committee represents an important part of Penn Township. The following guidelines are for your information as it is the desire of the Board of Commissioners to assure that all Boards/Commissions maintain a professional image.

Although the Township has no official dress code, it is our request that all members exercise good judgement in this area. Some meetings have very little public participation while others have substantial contact with the public. We ask that jeans and t-shirts be avoided. At meetings with a great deal of public contact, suitable dress would be tie and/or coat for men. Women's attire should consist of skirt/dress/slacks, etc.

2. An individual serving on a Township Board/Commission should have no existing or pending violations of any state laws or local ordinances. Township personnel should set a good example for others and this cannot be accomplished when that person is in violation of the Township's regulations.
3. All Board/Commission members should be registered voters in Penn Township.
4. Appointment to any Board or Commission commits a member to regular meeting attendance. If chronic absence becomes a problem, we ask that you resign your position for the good of the organization.

These guidelines are not intended to create undue hardship or inconvenience. They are intended to reinforce the concept of serious citizen participation while conducting Township business in a refined and respectable manner. It is our belief that these guidelines will help enhance the quality representation that the residents of Penn Township deserve.