

# CITY OF LITTLE ROCK

## CIVIL SERVICE COMMISSION QUESTIONNAIRE

NAME \_\_\_\_\_  
(FIRST) (LAST)

STREET ADDRESS \_\_\_\_\_

TELEPHONE NUMBER(S) \_\_\_\_\_

Please answer the following questions as completely as possible. For the purpose of making recommendations and appointments, this information will be made available to the City Board of Directors and the Chair of the respective Board or Commissions to which you are applying.

Complete **questionnaire, conflict of interest form** and **self-identification form** and send to:  
**City Clerk**, City Hall, Room 200, 500 West Markham, Little Rock, AR 72201  
Remember to include your **résumé** as well as a **letter** addressed to the Mayor and Board of Directors expressing a desire to be considered. Résumés should be limited to (2) pages and include a verifiable home address and telephone number.

**Pursuant to Arkansas Code Annotated § 14-51-202 Commission members must be citizens of the State of Arkansas and residents of the City of Little Rock for more than three (3) years preceding their appointment**

1) **Have you resided at your current address for more than three (3) years?**

**If not, please provide your previous address.**

2) **Have you written or interpreted employment policies and/or procedures for a workforce?**

**If so, in what capacity have you done so and for how long?**

3) **Do you know what the role of a Civil Service Commissioner is?**

4) **Can you consistently attend regularly scheduled Civil Service Commission meetings (twice per month), which may occasionally last in excess of one (1) day during hearings?**

**Will you be able to attend additional meetings, which may be convened?**

- 5) **Describe situations, which led you to take disciplinary actions.**
  
- 6) **Describe an appeal hearing to a disciplinary action in which you actively participated.**
  
- 7) **During disciplinary appeal hearings, would you be able to base your decision entirely upon the facts without preference to management or the employee?**
  
- 8) **Please state why you want to be a Civil Service Commissioner?**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Ward:** \_\_\_\_\_