

**SPECIAL CITY COUNCIL
AGENDA
JANUARY 27, 2003**

A special meeting of the Fayetteville City Council will be held on January 27, 2003 at 4:30 p.m. in Room 326 of the City Administration Building located at 113 West Mountain Street, Fayetteville, Arkansas.

- 1. CITY CLERK:** Special meeting to interview the Nominating Committee's selection from the City Clerk applicants; and to appoint a City Clerk.

27
Meeting of January 7, 2003

	Rock	PRZ BZ	SS MH	CITY CLERK LA. and CS	RR BT. * Ex. seminar.
COOK	✓	✓	✓	✓	✓
MARR	✓	✓	✓	✓	✓
RHOADS	✓	✓	✓	✓	✓
DAVIS	✓	✓	✓	✓	✓
LUCAS	✓	✓	✓	✓	✓
JORDAN	✓	✓	✓	✓	✓
REYNOLDS	✓	✓	✓	✓	✓
THIEL	✓	✓	✓	✓	✓
COODY					

COOK	SS				
MARR	MH				
RHOADS	SS				
DAVIS	SS				
LUCAS	SS				
JORDAN	MH				
REYNOLDS	SS				
THIEL	SS				
COODY					

SS
MH

6-0.

Sencha
Smith!

advised
6:55

✓

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS

DEPARTMENTAL CORRESPONDENCE

To: City Council Members

From: Alderman Don Marr

Date: January 23, 2003

Subject: Nominating Committee Report

Attached is a recap of the Nominating Committee's review of the City Clerk applicants and selection process. If you have any questions, please feel free to contact any member of the nominating committee. Please review this material prior to the meeting on Monday, January 27, 2003.

Thanks.

Proposed Process Recommendations by the Nominating Committee for the Selection of the City Clerks Appointment

- We are requiring the 7 final applicants to fill out a City of Fayetteville application so that all documents are consistent for review, and individual resumes, cover letters, recommendation letters, etc. will be attached to this application.
- The Nominating Committee has asked the Human Resource Department to provide the list of the 7 finalist Thursday, January 23, 2003 to each Alderman. Please review your application information over the weekend. The Human Resource department will put together packets for the 7 finalist, their paperwork (City Application, other documents that the applicants wish to disclose, or letter of recommendations) along with the suggested questions, and selection process suggestions for consideration by the entire Council.
- Human Resources will also conduct one reference check on each of the finalist from their most recent employment position. This information will be included in the packet of information on Monday, January 27, 2003 as well.
- Recommend Human Resources schedule each finalist to arrive at 4:30 pm on Monday, January 27, 2003 and that they draw numbers (1 through 7) and that the Council interview the applicant that draws #1 first, #2 second and so forth.
- Interviews are scheduled to be held in room 326 of City Hall and 15 minutes per applicant will be allotted. It is the committee's recommendation that each applicant be interviewed with all other applicants remaining out of the room.
- We recommend that a time keeper sit in the interviews to be the time keeper for the session.
- The Nominating Committee also recommends that the same questions be ask of all applicants, and 8 questions have been developed by the Nominating Committee for consideration. These questions are attached.
- The Nominating Committee has not taken a position regarding televising this meeting. We have not requested the process be televised at this time. (The Planning Commission will be conducting their meeting Monday, Jan. 27, 2003 beginning at 5:30 pm, and their meetings are televised "live" at that time) If an Alderman wishes for this to be televised, they will need to contact the Cable Administrator (Marvin Hilton) directly.

Recommended Questions for the Interviews with City Clerk Applicants

- 1. In 2 minutes or less, please describe your organizational skills as it applies to this position.**
- 2. Briefly, describe your management & supervisory skills as it applies to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.**
- 3. Please describe your communication style and people skills as it would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.**
- 4. Describe your experience and/or aptitude in record keeping and document management?**
- 5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.**
- 6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to be run for office in the next regularly scheduled election?**
- 7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibility even weekend hours for retreats, etc.). Can you meet these flexibility requirements?**
- 8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?**

Nominating Committee Actions, Thursday, January 23, 2003
City Clerk Applicant Review Process

The Nominating Committee has recommended that we personally interview 7 Finalist for the City Clerk's position and that Human Resources notify all other candidates that they will not move forward in the selection process.

The individuals Selected for Final Consideration are listed below in Alphabetical sequence. They are:

David A Hansberger
Barry D Herzog
Maureen Hoover
Claudia W. Smith
Sondra E. Smith
Kathleen (Kay) Swanner
Renee Thomas

The Nominating Committee used Supervisory/Management skills as the first criteria to screen out applicants. The evaluation that we decided upon was that we wanted individuals that had prior experience in hiring, firing, directing and evaluating direct reports.

The top 7 areas that we believed the position needs to have are as follows:

1. Organizational Skills (also important was the ability to Multi-Task)
2. Management/Supervisory Skills
3. Communication Skills and the Ability to get along with Others (remaining neutral and un-biased in controversial issues was something that Heather and Committee members felt was extremely important)
4. Record Keeping and Document Management skills/experience
5. Accessibility, Availability and Flexibility of schedule (everyone felt that the individuals need to be committed to stringent time requirements of the position)
6. Technical skills (hard skills experience in typing, computer software programs such as Microsoft Office, Web-sites, etc.)
7. Lastly, this was more of a statement and that was the individuals need to understand that this is an elected position and no promises of future employment can be made. This position must run for election and win in order to maintain the position.

Lastly, the Nominating Committee made recommendations to the process to be used by the Council for this appointment. Recommendations are attached.

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
HUMAN RESOURCES DIVISION

113 W. Mountain St.
Fayetteville, AR 72701
Telephone: 479-575-8278

TO: Mayor Coody and the City Council

THRU: Hugh Earnest, Chief Administrative Officer *HE*

FROM: Michele Bechhold, Human Resources Director *MB*

DATE: January 23, 2003

SUBJECT: Candidates for Interim City Clerk Position

The Nominating Committee met today to review the applicants for the Interim City Clerk position. Seven of the sixteen applicants were chosen to be forwarded to the Council for interview. These seven candidates are listed below in alphabetical order.

David A. Hansberger
Barry D. Herzog
Maureen Hoover
Claudia W. Smith
Sondra E. Smith
Kathleen (Kay) Swanner
Renee Thomas

The Council previously scheduled interviews for Monday, January 27, beginning at 4:30 pm. Interviews will be held in Room 326 in the City Administration Building.

Interim City Clerk Interview Questions

Instructions: Please score each question on a scale of 1 to 3 in the space provided.

1 = Weak 2 = Good 3 = Excellent

Score**Question**

1. In 2 minutes or less, please describe your organizational skills as they apply to this position.

2. Briefly describe your management and supervisory skills as they apply to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.

3. Please describe your communication style and people skills as they would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.

4. Describe your experience and/or aptitude in record keeping and document management.

5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.

6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to run for office in the next regularly scheduled election?

7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibly even weekend hours for retreats, etc.) Can you meet these flexibility requirements?

8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE

Position(s) Applied For Or Type Of Work Desired

City Clerk

Date Available For Work

immediately

Employment Interests

☒ Full-Time ☐ Part-Time

If Part-Time, List Days And Hours Available For Work

Will You Work Evenings Or Night Shifts?

☒ Yes ☐ No

Will You Work Weekends, If Necessary?

☒ Yes ☐ No

PERSONAL

Name: Last *Smith* First *Sandra* Middle *Elaine*

Address: Number *P.O. Box* City *Fayetteville* State *AR* Zip Code *72703*

Telephone Number _____ Social Security Number _____ Are You Over 18 Years Of Age?
☒ Yes ☐ No

EDUCATION

Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 **12** Did You Graduate Or Receive A GED?
☒ Yes ☐ No

School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From		To					
	Mo	Yr	Mo	Yr				
Vocational/Technical School						☐ Yes ☐ No		
College						☐ Yes ☐ No		
Graduate School						☐ Yes ☐ No		
Other Special Schooling								

MILITARY

Military Service ☐ Yes ☒ No U.S. Military Branch _____ Highest Rank Achieved _____ Date Entered _____ Date of Separation or Discharge _____

Civilian Related Experience And Training _____

REFERENCES

List Three Work References Who Are Qualified To Describe Your Work Abilities

Name	Address	Telephone Number	Company
<i>Billy Ammons</i>	<i>3265 Leo Ammons Road Fayetteville, AR 72701</i>	<i>443-9888</i>	<i>OMI</i>
<i>Tim Luther</i>	<i>15946 Harp Road Fayetteville, AR 72704</i>	<i>582-4962</i>	<i>OMI</i>
<i>Jim Frederick</i>	<i>1627 N Oakland Fayetteville, AR 72703</i>	<i>443-5452</i>	<i>OMI</i>

SOURCE

Organization/Agency ☐ Advertisement ☐ Walk-In ☐ Other ☒

EMPLOYMENT HISTORY (ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)			
Company Name Of Last Or Present Employer City of Fayetteville		Title And Primary Job Tasks Senior Secretary	
Address 113 W. Mountain-Fayetteville		Phone Number 575-8923	
Date Hired 11-1-2002	Salary 13.50	Per hour	Prepare agendas, meetings list, minutes, posting to the web, assist City Clerk with daily operations, current listing of boards.
Date Left	Salary	Per	
Supervisor's Name Heather Woodruff		Reason For Leaving transfer	
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No			
Company Name of Next To Last Employer OMI INC.		Title And Primary Job Tasks Administrative Specialist	
Address 1400 N Fox Hunter Rd. Fayetteville, AR. 72701		Phone Number 443-3292	
Date Hired 10-1-97	Salary	Per	Accounts payable, payroll, HR duties, budget reconciliation, Customer service, telephone
Date Left 10-31-02	Salary 13.52	Per hour	
Supervisor's Name Billy Ammons		Reason For Leaving	
Company Name of Next Previous Employer United Plumbing		Title And Primary Job Tasks Office Manager / Full Charge Bookkeeper	
Address PO Box 67 TONTITOWN		Phone Number 361-9000	
Date Hired Oct. 1995	Salary 9.00	Per hour	Accounts payable, payroll, HR duties, supervise office staff.
Date Left Oct. 1997	Salary 11.00	Per hour	
Supervisor's Name Beverly Krug		Reason For Leaving Needed a job with benefits & less hours.	
Company Name of Next Previous Employer Edward Jones & Co.		Title And Primary Job Tasks Office Clerk	
Address 121 Township Fayetteville, AR. 72703		Phone Number 575-0403	
Date Hired June 1995	Salary 7.00	Per hour	Office clerk with broker, Customer service, telephone, helped the broker.
Date Left Oct 1995	Salary 7.00	Per hour	
Supervisor's Name Jonathan McCain		Reason For Leaving Better position.	
Company Name of Next Previous Employer		Title And Primary Job Tasks	
Address		Phone Number	
Date Hired Sept. 1994	Salary	Per	Unemployed due to illness
Date Left June 1995	Salary	Per	
Supervisor's Name		Reason For Leaving	

OFFICE EQUIPMENT SKILLS			
Do You Type? WPM ☒ Yes ☐ No	Do You Use Dictating Equipment? ☐ Yes ☒ No	Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☒ Yes ☐ No	
Do You Operate A Personal Computer? ☒ Yes ☐ No	List Software You Can Use Microsoft word, excel, outlook, powerpoint, peachtree Accounting, buildsoft Accounting, printmaster, Quicken.		

DRIVING AND EQUIPMENT OPERATION EXPERIENCE

LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.

Class Of Equipment	Type/Size	Dates		
		From	To	
Tractor And Semi-Trailer				
Truck Or Dump Truck 40,000 LB GVW Or Over				
Motor Grader				
Dozer				
Front End Loader Or Back Hoe				
Other				
List Current Driver's License. Drivers are subject to CDL requirements.	State	License Number	Class and Endorsements	Exp. Date

OTHER INFORMATION

Have You Previously Applied For A Job With The City? ☒ Yes ☐ No	If Yes, List Approximate Date Of Former Application <u>10-10-2002</u>
Have You Previously Been Employed By The City? ☒ Yes ☐ No	If Yes, List Employment Dates And Department <u>11-1-2002 to present - City Clerk's office.</u>
Do You Have Relatives or Friends Working For The City? ☒ Yes ☐ No	If Yes, List Name, Relationship And Position <u>Heather Woodruff - friend</u>
Have You Been Convicted Under Any Criminal Law Within The Past, Five (5) Years (Exclude Minor Traffic Violations)? ☐ Yes ☒ No	If Yes, Explain

Are You a U.S. Citizen? ☒ Yes ☐ No	If You Are Not A U.S. Citizen, Does Your Visa Or Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No
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PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.

We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

AGREEMENT

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.

I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned; and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

Signature Of Applicant <u>Douglas Elaine Smith</u>	Date <u>2-24-2003</u>
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City of Fayetteville, Arkansas
Application For Promotion/Transfer

Name: Sondra E. Smith
Current Position Senior Secretary
Division/Department City Clerk's Office

1. I am applying for the position of City Clerk.
2. I believe I am qualified to perform the job duties required by this position by reason of my skills and experience listed below.

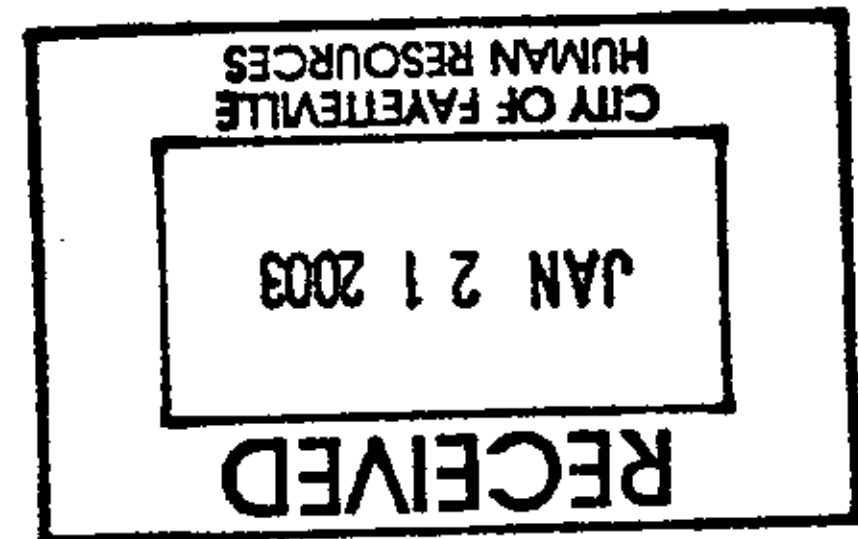
Experience in office management, file management,
Accounting, public relations and good Computer
Skills. I am detailed oriented, good working
with the public, organized and dependable.

If you are applying for a position that will require operation of City vehicles, please indicate if you have a CDL and if so what endorsements you hold.

Signature: Sondra E. Smith

Date: 1-24-2003

Sondra E. Smith



January 21, 2003

Fayetteville City Councilmen,

Dear Councilmen,

I am very interested in the open position of Interim City Clerk for the City of Fayetteville. My experience in public relations and office management make me a prime candidate for the position. I will be able to provide good quality service to all the citizens of Fayetteville and to all the employees of the City of Fayetteville regardless of their affiliation or belief.

My goals as interim City Clerk are to provide great customer service, assist the Deputy Clerk in getting the new document imaging system up and running, reorganizing the City Clerk's office to become more efficient and the timely completion of reports, agendas and minutes.

Sincerely,

Sondra E. Smith

Sondra E. Smith

SONDRA E. SMITH

OBJECTIVE

To obtain the position of Interim City Clerk to ensure the fair and equal treatment of citizens and employees.

QUALIFICATIONS

Extensive experience in office management and employee supervision. Skilled at training employees in office policies and procedures. Highly organized and knowledgeable in the management of records. Skilled in the preparation of agendas and the transcription of minutes. Well trained and versed in public relations and conflict management. Considerable knowledge and experience in accounting, including budget preparation, purchase orders, payroll, accounts receivable and accounts payable. Extensive training in the Quality Process

PROFESSIONAL EXPERIENCE

Nov. 1, 2002 – Present

City of Fayetteville

Fayetteville, AR

City Clerk's Office

Senior Secretary

- Primary responsibility is to provide prompt and efficient service to citizens, staff, and elected officials regardless of individual's beliefs or status.
- Responsible for assisting the City Clerk in the daily operations of the office.
- Duties include preparation of agendas, meeting lists, minutes, posting of information to the web site, distribution of information to the press, public and staff via e-mail.
- Maintain a current listing of the boards and committees.
- Ensure a complete and accurate filing system
- Work with the Deputy Clerk in the maintenance of City archives.

Oct. 1, 1997 – Oct. 31, 2002

OMI

Fayetteville, AR

Operations Management International

Paul R. Noland Wastewater Treatment Facility

Administrative Specialist

- Responsible for the training of all new employees on OMI policies and procedures and maintenance of all personnel records
- Assisted in the training of the public and responding to general questions and concerns regarding the wastewater process.
- Member of the OMI Purchase Order Training Team that trained associates across the nation on the purchasing process.
- Obtained a Class I Wastewater Treatment Operator's License.
- Attended weekly meetings, recorded and transcribed the minutes.
- Updated the filing system to comply with OMI policies and procedures.
- Reviewed all timesheets, completed payroll reports and submitted all payroll to the corporate office for payment
- Completed monthly budget reconciliation and reconciled all petty cash transactions on a monthly basis.
- Prepared purchase orders, maintained a purchase order log, and sent completed paperwork

SONDRA E. SMITH

to the corporate office for payment.

- Prepared check vouchers for payment of all invoices, maintained a log of all invoices, processed and filed all invoices.

Oct. 1995 – Oct. 1997

United Plumbing, LLC

Tontitown, AR

Office Manager and Full Charge Bookkeeper

- Maintained the company records for five different companies.
- Responsible for all payroll records, paychecks, and payroll tax reports.
- Maintained the general ledger for the five different businesses.
- Completed workers compensation reports and claims.
- Interviewed potential employees and assisted with hiring and firing of employees.
- Worked with contractors and salesmen in the construction of new homes.
- Completed all accounts receivable and accounts payable transactions.
- Managed all office employees.

June 1995– Oct. 1995

Edward Jones and Company

Fayetteville, AR

Secretary

- Prepared all paperwork for clients.
- Helped clients with questions.
- Ordered all office supplies.
- Helped the Broker with all duties necessary.

EDUCATION

Graduated 1972

Farmington High School

Farmington, AR

Graduated with Honors

Class I Wastewater Class

Attended Microsoft Excel and Word Classes

ABILITIES

Abilities include:

- Microsoft Word, Excel, and PowerPoint
- Ten-key by touch
- Ability to work under pressure and meet deadlines
- Detail oriented
- Working with public
- Organized and dependable

REFERENCES

Available upon request.

Work Reference

Applicant: Sondra Smith

Company Contacted: City of Fayetteville

City & State: Fayetteville, AR Phone: 575-8323

Person Contacted: Heather Woodruff, City Clerk

Organizational Skills: Cannot rave enough about her skills.
Highly organized and extremely efficient

Management/Supervisory Skills: Very good management skills.
She has helped in the office in managing tasks and duties. Very
tactful and is motivating to employees without being overbearing.

Communication Skills: Very good. Very clearly makes herself
known and understood.

Ability to Multi Task: Very good. Often works on 4-5 things at
same time and doesn't get frustrated at all.

Technical Skills: Very good. Knows how to use the computer.

How well would this person be able to perform the duties?
She would be excellent. Good with people, good at supervision
and can multi task.

January 27, 2003

Mayor Dan Coody
And City Council Nominating Committee
City of Fayetteville
113 West Mountain Street
Fayetteville, Arkansas 72701

LETTER OF RECOMMENDATION FOR SONDRA SMITH

Dear Mayor and Council Nominating Committee:

Sondra is a former resident of West Fork, Arkansas. We met her in 1976 when we were members of the West Fork Jaycees. She was very active in the Jaycees and did a lot of work for the community.

She is very involved in her church which she attended many years. Every job she has ever worked at she puts out 110% and very long hours to stay on top of her job. She is a very active member of her community, always involved in whatever has to be done.

She has raised two wonderful girls with a lot of her stamina influenced in them. She has very pleasant personality and gets along well with people and her co-workers.

If there is anyone in need, and Sondra is right there to lend a helping hand. Anything Sondra puts herself into is done with her whole heart and soul.

Sincerely,

Leon and Bonnie Kichline

Leon and Bonnie Kichline
13829 Engery Road
West Fork, Arkansas 72774



January 20, 2003

To: Aldermen
113 W. Mountain
Fayetteville, AR 72701

We have known Sondra Smith for many years, and throughout this time we have found her to be thoroughly honest, kind, dependable, and a tremendous friend. Our association with her has come through years of service together in church and the Gideon Auxilliary.

We can easily and wholeheartedly recommend her for any job, but especially for a job in civic service such as this job. Sondra would be an extremely valuable asset to our local government, because she absolutely exemplifies all of the traits that public servants should possess.

We hope that this letter will further your consideration of Sondra for this position for the reasons listed above. It has been a joy to know her for many years, and we have no doubt that she is the best choice for this job.

Sincerely,

Fayne (Hoot) Gibson
Betty L. Gibson

Fayne Gibson
Betty Gibson

RECEIVED

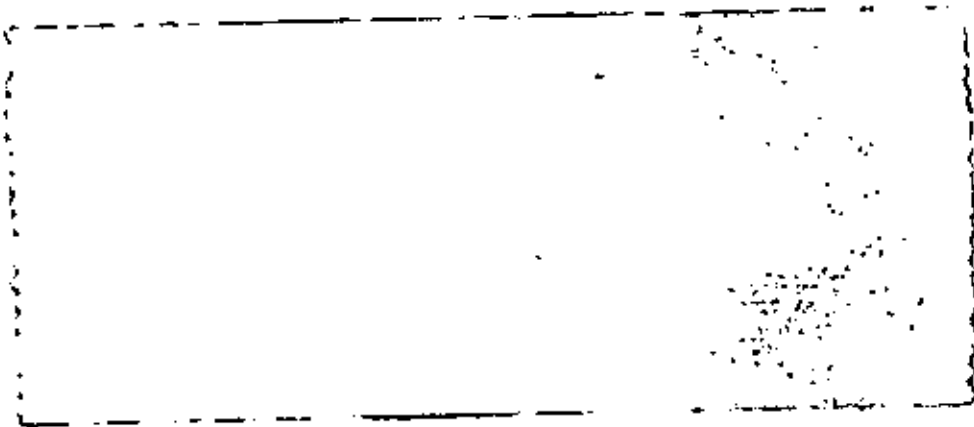
JAN 22 2002

**CITY OF FAYETTEVILLE
CITY CLERK'S OFFICE**

01-22-03A09:1 R .5

Jessica Pense

January 19, 2003



To Whom It May Concern:

I would highly recommend Sondra Smith for the office of Fayetteville city clerk. I have known Sondra Smith for seventeen years. Sondra is my close friend's mother, and I have been around Sondra many times and many situations over the years.

Sondra Smith is a person always eager help out in tough situations even it would inconvenience her and take a lot of extra hard work and time. Sondra is extremely warm-hearted and caring person who always takes the time to ask how you are doing and what is going on in your life. She is very honest person and represents a person of high integrity. Sondra carries herself with sincerity and grace throughout any situation without faltering and would stand up for what she believes is right. I know if I ever needed anything I could ask her, and she would be willing to help.

If there are any more questions, feel free to contact me at (479)251-7128. Thank you.

Sincerely,

Jessica Pense

RECEIVED

JAN 22 2002

**CITY OF FAYETTEVILLE
CITY CLERK'S OFFICE**



Nationwide: 800-643-3525

Local: 479-442-6301

Fax: 479-442-6522

P. O. Box 1888, Fayetteville, AR 72702

www.airwaysfreight.com

January 20, 2003

To Whom It May Concern:

Over the past 25 years, I have had the pleasure of knowing Sondra Smith, on both a professional and personal level. I have a great respect for her as a friend and as a co-worker. You will find in Sondra a very special person that is willing to take on tough assignments, work closely with others and get the desired results. She has never known a problem and looks at all issues as circumstances simply needing to be resolved. This individual has a long history of offering to help beyond the call of duty, and will prove to be an excellent asset where people skills and solid administrative traits are necessary.

It is with pride that I offer my support of this individual, and I would be happy to discuss Sondra's capabilities further with all interested parties.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale W. Caudle", with a long horizontal line extending to the right.

Dale W. Caudle
CEO

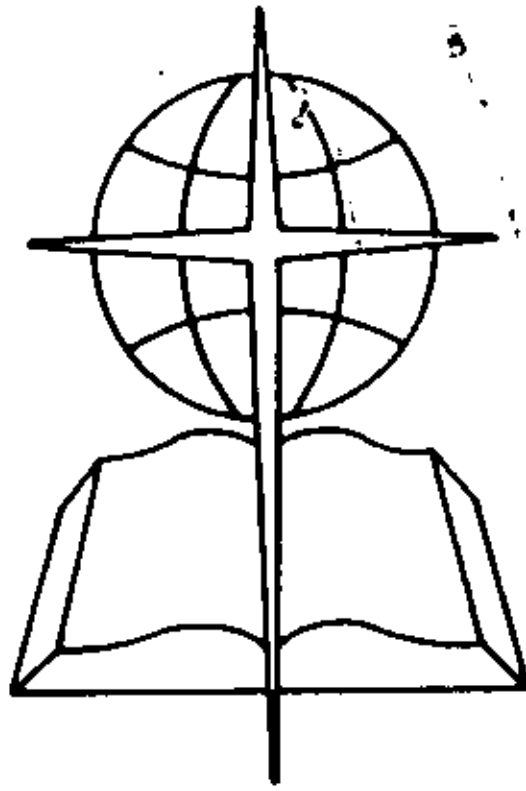
DWC/kh

RECEIVED

JAN 22 2002

OF FAYETTEVILLE
CLERK'S OFFICE

01-22-03A09:15 RCVD



Ridgeview Baptist Church

1850 Huntsville Road
Fayetteville, Arkansas 72701
442-9201

January 22, 2003

From: Pastor Charlie Lee Brown II
Ridgeview Baptist Church
1850 Huntsville Road
Fayetteville, Arkansas, 72701
1-479-442-9201

To Whom It May Concern:

The purpose of this letter is to serve as a letter of recommendation for Sondra Smith. I have had the privilege of knowing the Smith family for at least eight years. During that time period I have witnessed the integrity of character that is a regular part of Sondra Smith's life. The word "integrity" only serves as a starting point to describe her.

As far as her work ethic is concerned, Sondra Smith is a hard worker, who possesses a strong work ethic. She is dependable and has an excellent sense of personal responsibility and accountability. She is organized, neat, and has a good eye for detail.

As for her ability to work with other people, she is fair, firm, polite, polished, and also highly respectable of other people. She has a solid base of individual ethical opinions; however, she is open-minded in the consideration of the opinions of others, and is desirous to discover the best working solution for all involved in spite of differing points of view. In other words, Mrs. Smith is excellent when it comes to working with other people, both co-workers and with the public. Once again please allow me to stress that she is a woman who holds to her own personal spiritual convictions without being judgmental of others. She is very thoughtful, with a good heart for people, which has led to the development of keen people skills.

What more could I say about Mrs. Sondra Smith? She is levelheaded, patient, has a sharp mind, and is a very intelligent woman, who is a hard worker able to follow through with responsibilities given to her. In areas where she has been given general directions, she has demonstrated the ability to be a self-starter who I believe will be able to complete any task given to her.

Without any reservation whatsoever, I would highly recommend Mrs. Sondra Smith. She would be beneficial to any political office, industry, non-profit organization, or civic organization. She will be a valuable asset and do an excellent job wherever she works.

Sincerely,

Pastor Charlie Lee Brown II
Ridgeview Baptist Church

RECEIVED

JAN 22 2002

CITY OF FAYETTEVILLE
CITY CLERK'S OFFICE

01-22-03A11:59 RCVD

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE

Position(s) Applied For Or Type Of Work Desired

City Clerk - Fayetteville

Date Available For Work

ASAP

Employment Interests

☒ Full-Time ☐ Part-Time

If Part-Time, List Days And Hours Available For Work

Will You Work Evenings Or Night Shifts?

☒ Yes ☐ No

Will You Work Weekends, If Necessary?

☒ Yes ☐ No

PERSONAL

Name:

Last

Smith

First

Claudia

Middle

Sue (Woods)

Address: Number

Street

City

State

Zip Code

Fayetteville, AR

72703

Telephone Number

Social Security Number

Are You Over 18 Years Of Age?

☒ Yes ☐ No

EDUCATION

Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 (12)

Did You Graduate Or Receive A GED?

☒ Yes ☐ No

School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From		To					
	Mo	Yr	Mo	Yr				
Vocational/Technical School Fayetteville Bus. College	2	64	2	65	Accounting + Secretarial	☒ Yes ☐ No		
College						☐ Yes ☐ No		
Graduate School						☐ Yes ☐ No		

Other Special Schooling

OSHA 501 / Univ. of Tenn - Stat. Process Control / Qual. Circle Inst.

MILITARY

Military Service	U.S. Military Branch	Highest Rank Achieved	Date Entered	Date of Separation or Discharge
☐ Yes ☒ No				

Civilian Related Experience And Training

REFERENCES

List Three Work References Who Are Qualified To Describe Your Work Abilities

Name	Address	Telephone Number	Company
Art Shuster		582-1848	Pinnacle Foods
Tom Foley		443-3451 x257	✓ ✓
Harold Tessman		✓ x304	✓ ✓

SOURCE

Organization/Agency ☐	Advertisement ☒	Walk-In ☐	Other ☐
--	---	----------------------------------	--------------------------------

AN EQUAL OPPORTUNITY EMPLOYER-Applicant is not required to give any information on this form that is prohibited by federal, state or local law

Interim City Clerk Interview Questions

Instructions: Please score each question on a scale of 1 to 3 in the space provided.

1 = Weak 2 = Good 3 = Excellent

Score**Question**

1. In 2 minutes or less, please describe your organizational skills as they apply to this position.

2. Briefly describe your management and supervisory skills as they apply to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.

3. Please describe your communication style and people skills as they would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.

4. Describe your experience and/or aptitude in record keeping and document management.

5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.

6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to run for office in the next regularly scheduled election?

7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibly even weekend hours for retreats, etc.) Can you meet these flexibility requirements?

8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?

EMPLOYMENT HISTORY			(ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)
Company Name Of Last Or Present Employer Pinnacle Foods Corp (Formerly Campbell Soup Co)		Title And Primary Job Tasks Supv. - Employee Involvement	
Address 1100 W. 15th St, Fay.		Facilitating teams for employees, P.R.	
Date Hired 3/10/65	Salary \$38.50	Per week	for plant, all communications, safety,
Date Left 1/10/03	Salary \$51,000	Per year	threat assessment/prevention,
Supervisor's Name Tom Foley			
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No		Reason For Leaving Downsizing of Company	
Company Name of Next To Last Employer		Title And Primary Job Tasks	
Address		Phone Number	
Date Hired	Salary	Per	
Date Left	Salary	Per	
Supervisor's Name		Reason For Leaving	
Company Name of Next Previous Employer		Title And Primary Job Tasks	
Address		Phone Number	
Date Hired	Salary	Per	
Date Left	Salary	Per	
Supervisor's Name		Reason For Leaving	
Company Name of Next Previous Employer		Title And Primary Job Tasks	
Address		Phone Number	
Date Hired	Salary	Per	
Date Left	Salary	Per	
Supervisor's Name		Reason For Leaving	
Company Name of Next Previous Employer		Title And Primary Job Tasks	
Address		Phone Number	
Date Hired	Salary	Per	
Date Left	Salary	Per	
Supervisor's Name		Reason For Leaving	
Company Name of Next Previous Employer		Title And Primary Job Tasks	
Address		Phone Number	
Date Hired	Salary	Per	
Date Left	Salary	Per	
Supervisor's Name		Reason For Leaving	
OFFICE EQUIPMENT SKILLS			
Do You Type? WPM 90		Do You Use Dictating Equipment? ☒ Yes ☐ No Do shorthand	
Do You Operate A Personal Computer? ☒ Yes ☐ No		Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☒ Yes ☐ No	
		List Software You Can Use WORD, excel, microsoft Publisher, Powerpoint	

DRIVING AND EQUIPMENT OPERATION EXPERIENCE

LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.

Dates

From

To

Class Of Equipment	Type/Size	From	To
Tractor And Semi-Trailer			
Truck Or Dump Truck 40,000 LB GVW Or Over			
Motor Grader			
Dozer			
Front End Loader Or Back Hoe			
Other			
List Current Driver's License. Drivers are subject to CDL requirements.	State	License Number	Class and Endorsements
	AR		Exp. Date
			11-30-2006

OTHER INFORMATION

Have You Previously Applied For A Job With The City? ☐ Yes ☒ No	If Yes, List Approximate Date Of Former Application
Have You Previously Been Employed By The City? ☐ Yes ☒ No	If Yes, List Employment Dates And Department
Do You Have Relatives or Friends Working For The City? ☐ Yes ☒ No	If Yes, List Name, Relationship And Position
Have You Been Convicted Under Any Criminal Law Within The Past, Five (5) Years (Exclude Minor Traffic Violations)? ☐ Yes ☒ No	If Yes, Explain

Are You a U.S. Citizen? ☒ Yes ☐ No	If You Are Not A U.S. Citizen, Does Your Visa Or Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No
--	---

PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.

We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

AGREEMENT

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.

I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

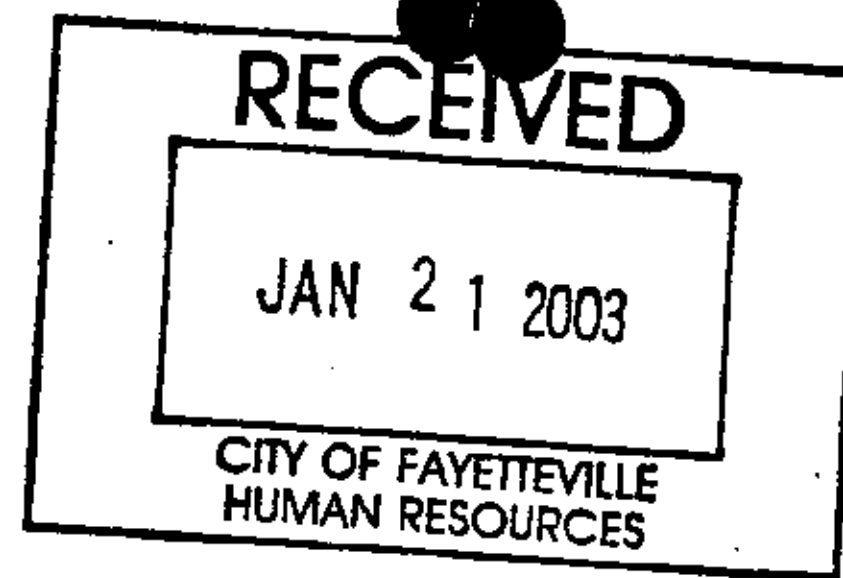
Signature Of Applicant

Claudia W. Smith

Date

1-24-03

January 17, 2003



To Whom It May Concern:

I am interested in applying for the remaining term of the City Clerk position for the City of Fayetteville. I believe that, with my many years of experience in business and my communications and team building expertise, I would very much enjoy performing the duties, as I understand them, of this position.

As a lifelong resident of Fayetteville, I have and will continue to have, the best interests of the city as my highest priority. I am a multi-task oriented person and do very well in balancing different aspects of my job, whatever it may be. Thank you for your consideration.

Sincerely,

Claudia Woods Smith

1140 Overcrest

Fayetteville, AR 72703

Ph: 521-5655

Claudia Woods Smith

1140 Overcrest

Fayetteville, AR 72703

Home: 479-521-5655

Cell: 479-466-4459

Objective: To secure a position that would allow me to utilize my varied business, safety and employee relations expertise in a way that would help my firm be more successful in the community and marketplace.

Education:

Graduated – Fayetteville High School, Fayetteville, Arkansas

Graduated – Fayetteville Business College, Fayetteville, Arkansas

Quality Circle Institute

Red Bluff, California

Certified Quality Circle Facilitator

The Institute for Productivity, Univ. of Tennessee

Knoxville, Tennessee

Certificate of Completion – Statistical Process Control

OSHA Training Institute

Kansas City, Missouri

Certified – OSHA 501 Training

Employment: Campbell Soup Co./Vlasic Foods/Pinnacle Foods Corporation, 1965-2003
Fayetteville, Arkansas Swanson Division

1997-2003: Supervisor – Employee Involvement

Responsible for facilitating employee participation in problem solving teams, building of management/employee relations, public relations and community involvement of the plant. Also responsible for threat assessment training and control in the plant as well as continued responsibility for plant safety training and assisting the Safety Engineer with varied duties of the safety program.

1992-1997: Supervisor – Safety & Training

**Achieved 2 State Safety Awards for hours worked without a lost time accident and improved worker's compensation costs by 75%.*

Responsible for the safety program in a plant employing over 800 people, including training in safe manufacturing practices. Responsible for the plant being in compliance with all OSHA rules and regulations and following all guidelines.

1983-1992: Facilitator

**Averaged cost savings of \$100,000 annually with various projects.*

Responsible for 32 employee quality circles, local public relations and community involvement, in-plant communications utilizing desktop publishing equipment and Statistical Process Control training of all plant employees. Previous experience in other facets of plant operations enabled me to guide employees in the generation of cost savings projects. The circle program was cited for excellence in the corporation (Campbell's).

1979-83: Industrial Engineering Analyst - Management Level

****Improved Fried Chicken Yield by 1.5% overall for annual savings of over \$200,000.***

Responsible for managing the Planning Department, including scheduling of production, purchase and delivery of packaging and ingredients and controlling costs through good inventory levels and production mix. Also worked with the Transportation Department in scheduling of shipments and control of finished product inventories. Then moved to scheduling of poultry for processing and frying operations, utilizing parts sizing while scheduling frying and filling operations. This work enabled me to work effectively under pressure, enhancing my skills in the planning, schedule and transportation areas.

1972-79: Industrial Engineering Analyst

Responsible for all I.E. functions in the poultry eviscerating and cutup areas, including time and yield studies. Responsible for scheduling chicken flocks from the field into the plant and assisting the managers of planning and transportation with responsibility for keeping inventories and distribution of finished product. Obtained expertise in transportation functions, managing inventories and handling customer relations.

1965-72: Clerk, Secretary, Executive Secretary

Responsible for Industrial Engineering Department correspondence and reports and normal secretarial duties. Executive secretary to the Assistant Plant Manager with responsibility for correspondence and production and yield reports to plant management. Due to this, became highly skilled in secretarial work plus utilizing math and communication skills.

Affiliations:

Executive Women International, Currently Vice-President, President Elect
United Way of Washington County, Allocations Board
CISM Team Member - The Crises Center
SWWAN'S - Swanson Women Working for Area Needs

References available upon request.

Work Reference

Applicant: Claudia Smith

Company Contacted: Pinnacle Foods

City & State: Fayetteville, AR Phone: 443-3451

Person Contacted: Tom Foley – HR Manager

Organizational Skills: Can handle a number of projects at once.

Management/Supervisory Skills: Good skills. Great personality. She can be assertive when necessary but her forte is employee relations and public relations.

Communication Skills: Excellent. She has put together a quarterly publication for the plant and is in line for the presidency of the local executive women's organization.

Ability to Multi Task: Very efficient

Technical Skills: Excellent computer skills

How well would this person be able to perform the duties?

Claudia would be great dealing with the public as well as City officials. She is able to deal with all types of folks and issues.

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- | | |
|---|---|
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| — | 5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position. |
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Application for Employment
accessFayetteville Fax Back Doc #1524,1528,1530
(479)718-7600



RECEIVED

JAN 23 2003

CITY OF FAYETTEVILLE
HUMAN RESOURCES

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE								
Position(s) Applied For Or Type Of Work Desired <i>City Clerk</i>								
Date Available For Work <i>Immediately</i>		Employment Interests ☒ Full-Time ☐ Part-Time		If Part-Time, List Days And Hours Available For Work				
Will You Work Evenings Or Night Shifts? ☒ Yes ☐ No				Will You Work Weekends, If Necessary? ☒ Yes ☐ No				
PERSONAL								
Name: Last <i>Hoover</i> First <i>Maureen</i> Middle <i>Rainey</i>								
Address: Number <i>11</i> Street <i>Fayetteville</i> City <i>Fayetteville</i> State <i>AR</i> Zip Code <i>72701</i>								
Telephone Number <i>(479)</i>		Social Security Number		Are You Over 18 Years Of Age? ☒ Yes ☐ No				
EDUCATION								
Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 <u>12</u> Did You Graduate Or Receive A GED? ☐ Yes ☐ No								
School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From	To	Mo	Yr				
Vocational/Technical School						☐ Yes ☐ No		
College <i>Heidelberg College</i>	<i>8</i>	<i>91</i>	<i>12</i>	<i>95</i>	<i>Psychology</i>	☒ Yes ☐ No	<i>12/95</i>	<i>B.S. Psych.</i>
Graduate School <i>Wright State University</i>	<i>9</i>	<i>97</i>	<i>11</i>	<i>00</i>	<i>1/0 Psychology</i>	☒ Yes ☐ No	<i>11/2000</i>	<i>M.S. 1/0 Psych.</i>
Other Special Schooling								
MILITARY								
Military Service ☐ Yes ☐ No		U.S. Military Branch		Highest Rank Achieved		Date Entered		Date of Separation or Discharge
Civilian Related Experience And Training								
REFERENCES								
List Three Work References Who Are Qualified To Describe Your Work Abilities								
Name	Address				Telephone Number	Company		
<i>Hugh Earnest</i>	<i>113 W. Mountain</i>				<i>575-8330</i>	<i>City of Fay.</i>		
<i>Gary Dumas</i>	<i>11</i>				<i>11</i>	<i>11</i>		
<i>Tonya Posey</i>	<i>University of Arkansas</i>				<i>575-7183</i>	<i>U. of A.</i>		
SOURCE								
Organization/Agency ☐			Advertisement ☐			Walk-In ☐		Other ☒

AN EQUAL OPPORTUNITY EMPLOYER-Applicant is not required to give any information on this form that is prohibited by federal, state or local law



EMPLOYMENT HISTORY (ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)			
Company Name Of Last Or Present Employer City of Fayetteville		Title And Primary Job Tasks Community Affairs Director	
Address 113 W. Mountain		Phone Number 575-8253	
Date Hired 2/2001	Salary 16.179	Per hour	Supervise Public Info. Rep., organize neighborhood assoc., represent Mayor, serve on boards and committees, manage public relations, prepare Mayor's budget, design + maintain web site pages
Date Left to date			
Supervisor's Name Mayor Dan Coody			
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No		Reason For Leaving	
Company Name Of Next To Last Employer University of Arkansas		Title And Primary Job Tasks ACT Preparatory Instructor	
Address Fayetteville, AR		Phone Number 575-7183	
Date Hired 12/01	Salary \$18.00	Per hour	Weekend instruction for the ACT college entrance exam - develop curriculum for class - instruct approx. 30 students
Date Left 4/02	Salary \$18.00	Per hour	
Supervisor's Name Tonya Posey			
Company Name Of Next Previous Employer Cromwell Architects Engineers		Title And Primary Job Tasks Office Manager / Research & Marketing	
Address 7 N. Block		Phone Number 582-2900	
Date Hired 9/2000	Salary \$10.00	Per hour	Wrote project analyses + developed marketing brochures, issued press releases, helped hire new employees, researched projects
Date Left 2/2001	Salary \$10.50	Per hour	
Supervisor's Name Thad Kelley			
Company Name Of Next Previous Employer Wright State University		Title And Primary Job Tasks Instructor, Grad. student recruiter,	
Address Dayton, OH		Phone Number (937)775-2391	
Date Hired 9/97	Salary 13,000	Per year	DBC project member - taught intro. Psych lab for 2 years, organized visitation + helped with recruiting, completed BEOC recommendations + leadership development
Date Left 8/2000	Salary Same	Per year	
Supervisor's Name Dr. Wayne Shebilske			
Company Name Of Next Previous Employer Joe's Crab Shack		Title And Primary Job Tasks Shift manager and Trainer	
Address Toledo, OH		Phone Number	
Date Hired 11/96	Salary 30,000	Per year	developed training + evaluation program, trained supervised + evaluated servers
Date Left 9/97	Salary 32,000	Per year	
Supervisor's Name Curtis Rader			
		Reason For Leaving Admitted to Graduate school	
OFFICE EQUIPMENT SKILLS			
Do You Type? WPM ☒ Yes ☐ No 100-80	Do You Use Dictating Equipment? ☐ Yes ☒ No	Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☐ Yes ☒ No	
Do You Operate A Personal Computer? ☒ Yes ☐ No		List Software You Can Use Microsoft office package, SPSS, SAS, Photosmart	

DRIVING AND EQUIPMENT OPERATION EXPERIENCE				
LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.			Dates	
			From	To
Class Of Equipment	Type/Size			
Tractor And Semi-Trailer				
Truck Or Dump Truck 40,000 LB GVW Or Over				
Motor Grader				
Dozer				
Front End Loader Or Back Hoe				
Other				
List Current Driver's License. Drivers are subject to CDL requirements.	State	License Number	Class and Endorsements	Exp. Date
	AR			5/04

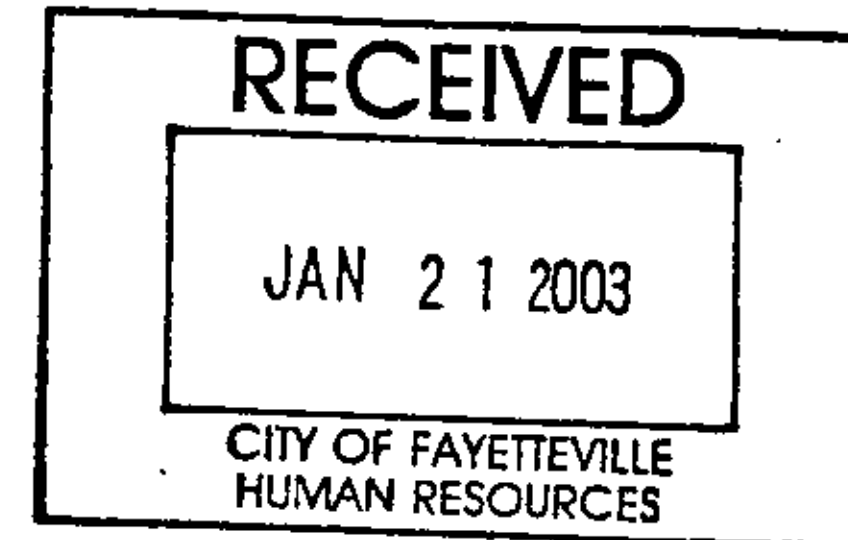
OTHER INFORMATION	
Have You Previously Applied For A Job With The City? ☒ Yes ☐ No	If Yes, List Approximate Date Of Former Application 2/2001
Have You Previously Been Employed By The City? ☒ Yes ☐ No	If Yes, List Employment Dates And Department currently employed - Community Affairs
Do You Have Relatives or Friends Working For The City? ☐ Yes ☒ No	If Yes, List Name, Relationship And Position
Have You Been Convicted Under Any Criminal Law Within The Past Five (5) Years (Exclude Minor Traffic Violations)? ☐ Yes ☒ No	If Yes, Explain

Are You a U.S. Citizen? ☒ Yes ☐ No	If You Are Not A U.S. Citizen, Does Your Visa Or Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No
PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.	
We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.	

AGREEMENT	
APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION	
I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.	
I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.	
It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.	
This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.	
Signature Of Applicant	Date
Maurice Hoot	1/23/03

January 21, 2003

City Council Members
City of Fayetteville
113 W. Mountain St.
Fayetteville, AR 72701



Dear City Council Members:

As many of you know, I have been working in the Community Affairs Office for the past two years. Although organizing this new office has been both challenging and rewarding, I am eager to take on a new challenge with regard to the City Clerk's Office.

With a Master's Degree in Industrial/Organizational Psychology, much of my education has revolved around improving efficiency, organization, and teamwork in the workplace. I have had a chance to apply my studies through numerous consulting projects with the Dayton Business Committee in Ohio as well as through my current position with the City of Fayetteville.

My office was newly created when I was hired two years ago. When I began my career with the city, I was first charged with improving access to City Hall. I began this challenge by starting an official neighborhood program. With only six organized neighborhoods in the beginning, I have grown the program to 31 neighborhoods in addition to forming a council of neighborhoods. Through this experience I have developed a positive relationship with community and neighborhood leaders, aiding in the distribution of important city information.

Additionally, I am responsible for media relations, special projects for both Mr. Earnest and Mayor Coody, numerous web pages on our city website, and a regular article for the Free Weekly. These challenges have required strong organizational and administrative skills, similar to what will be necessary to provide effective administrative support for city staff, city council members and citizens.

Although Ms. Woodruff's departure is unfortunate, I see this as an opportunity to further improve the efficiency and effectiveness of the office. With education and experience in the newest technologies, I am excited about the improved city website and the possibilities of providing accurate and timely information online in the form of city council minutes, agendas, and ordinances. Although streamlining the policies and procedures in the city clerk's office will be challenging, I believe my past experience and education have prepared me well to succeed in this situation.

I enjoy working for the city and would like this opportunity to demonstrate my skills and abilities in this new and challenging position. I look forward to talking with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen Hoover".

Maureen Hoover

Maureen R. Hoover

OBJECTIVE

Self-starting program development professional pursuing position of City Clerk with the City of Fayetteville.
Excellent communication, organizational and analytical skills.

EDUCATION

Bachelor of Science: Psychology
December 1995, Cum Laude
Heidelberg College, Tiffin, Ohio 44883

Master of Science: Industrial/Organizational Psychology; Human Factors Engineering minor
November, 2000, Magna Cum Laude
Wright State University, Dayton, Ohio 45435
Thesis: *Increasing Team Effectiveness through Schema Communications*

EXPERIENCE

Community Affairs Director
City of Fayetteville, 2/01-present

- ◆ Manage and supervise Community Affairs Office personnel
- ◆ Organize and provide support and guidance for neighborhood associations
- ◆ Serve as the liaison between citizens and City Hall
- ◆ Represent the Mayor at various functions throughout the City of Fayetteville
- ◆ Design and implement community programs for the Mayor
- ◆ Serve on numerous City of Fayetteville boards and committees
- ◆ Communicate with community regarding city projects, programs, etc.
- ◆ Manage all public relations for the City of Fayetteville
- ◆ Recruit volunteers for city committees and programs
- ◆ Pursue fundraising efforts on behalf of the Neighborhood Program
- ◆ Prepare annual budget for the Mayor's Administration Division
- ◆ Design and maintain website content for multiple city divisions

Accomplishments

- ✓ Successfully assisted in managing public relations for the Wastewater System Improvement Project which required a ¾ cent sales tax. Eighty percent of the public voted *in favor* of the tax.
- ✓ Developed Fayetteville's Neighborhood Program and increased the number of organized neighborhood associations from six to 31.
- ✓ Developed informational brochure and "how-to" kit for citizens interested in forming a neighborhood association.
- ✓ Created a Council of Neighborhoods to provide city officials, neighbors and citizens a forum for communication.
- ✓ Created neighborhood registration form and database to efficiently contact citizens.
- ✓ Established *nine* new Neighborhood Watch Groups within the City of Fayetteville.

Maureen R. Hoover

ACT Preparatory Instructor

University of Arkansas, 12/01-3/02

- ◆ Developed program to prepare Upward Bound and Academy of Math and Science juniors for the ACT
- ~ Student ACT scores were improved an average of 15%

Office Manager/Research and Marketing Specialist

Cromwell Architects Engineers, 9/00-2/01

- ◆ Organized and increased office efficiency through development of a new filing system
- ◆ Assisted in hiring new employees
- ◆ Researched architectural project sites, background, etc.
- ◆ Issued press releases for firm
- ◆ Wrote descriptive project analyses and developed marketing brochures

Graduate Student Recruitment/Visitation Coordinator

Wright State University, 3/98-9/00

- ◆ Contacted and assisted in recruiting prospective graduate students for the Industrial/Organizational and Human Factors Engineering programs
- ◆ Assisted in organizing graduate student visitation, including activities and accommodations for prospective graduate students
- ◆ Assisted with graduate student orientation for incoming graduate students

Dayton Business Committee Project Member

Wright State University 1/99-9/00

- ◆ Developed test administration manual for academic, interpersonal, and personal skills test battery
- ◆ Conducted testing on over 300 undergraduate students for career and training counseling
- ◆ Completed an EEOC compliance recommendation for the Miami Valley Competency Profiling System
- ◆ Developed a training survey to determine training resources in the Miami Valley (Dayton, Ohio)

Undergraduate Student Development Team Member

Wright State University, 6/99-9/00

- ◆ Developed a leadership training module for undergraduate and high school students
- ◆ Designed and organized week-long program for Science Institute participants

Instructor, Introduction to Psychology (Laboratory)

Wright State University, 9/97-12/98; 7/00-9/00

- ◆ Created power point presentations and developed lectures for 9 Psychology labs per quarter
- ◆ Graded laboratory reports for close to 100 students per quarter

Shift Manager and Trainer, Joe's Crab Shack, 11/96-9/97

- ◆ Developed training program to be used for new servers
- ◆ Trained, supervised, and evaluated new servers
- ◆ Organized and determined duties for up to 35 servers nightly
- ◆ Assisted in the design of performance evaluations for use with all positions

STRENGTHS

supervisory and leadership experience

aggressive, enthusiastic results-oriented professional

computer proficient, specializing in Microsoft Office, PhotoSmart, Groupwise, SPSS, and SAS

Work Reference

Applicant: Maureen Hoover

Company Contacted: City of Fayetteville

City & State: Fayetteville, AR Phone: 575-8330

Person Contacted: Hugh Earnest, Chief Adm. Officer

Organizational Skills: Maureen has assisted Hugh in several projects and he found her to be very thorough and concise.

Management/Supervisory Skills: Manages the information desk and has handled this very well.

Communication Skills: Excellent ability to communicate as seen in her work with the Neighborhood Associations and Executive Committees

Ability to Multi Task: Is often required to balance more than one project and does this well.

Technical Skills: No Knowledge

How well would this person be able to perform the duties?

He has found her to be very competent and dedicated – would handle this very well.

>From:

>Reply-To: tomw@marketdrivers.net

>To: Brenda Thiel

>Subject: City Clerk recommendation

>Date: Fri, 24 Jan 2003 09:27:57 -0600

>

>Good morning, Brenda. I'm writing to endorse Maureen Hoover
>for the position of City Clerk. I know and have worked with
>her on the last two City sales tax elections and have
>observed her calm demeanor in a number of potentially
>volatile public and political situations. On a daily basis,
>this self possessed young woman manages a variety of high
>intensity projects, not the least of which is her job as the
>City's media liason. As an elected official, I'm sure you can
>appreciate the value of a person who is on a first name basis
>not just with the working press but editorial staffs as well,
>and one who is respected by her colleagues as a media
>professional.

>

>She keeps up with an astonishing number of disparate projects
>and can speak in an informed way about all of them. From
>handling much of the Mayor's sensitive (read conciliatory)
>communications with citizens to her integral role in
>developing neighborhood associations to managing the City's
>media relations programs at both a strategic and tactical
>level, she's done splendid work.

>

>It's true she hasn't worked in the City Clerk's office but
>frankly, that's an advantage. Objectivity is the reason
>outsiders can see more than insiders and make changes from
>the perspective of what's best for the organization. I
>suspect some changes could be made in the clerk's office that
>would increase its operational efficacy.

>

>She's bright, energetic and committed to the City of
>Fayetteville. She's demonstrated this time after time, year
>after year, in her present position. What is perhaps most
>important is that no matter what she's involved in, no matter
>how much demand there is for her time, no matter how many
>crises she is managing for the Mayor's office or other City
>staff, she seems always to find time to return phone calls,
>answer emails and questions, and make certain I get the
>information I need. In this way, she exemplifies the best
>qualities of public service.

>

>You'd do well to make sure she's given opportunity to expand
>her professional horizons. She will not disappoint you.

>

>Please feel free to contact me if you'd like more specific
>information about my experience with Maureen or my reasons
>for endorsing her for the position of City Clerk.

>

>Most sincerely,

>Tom Wilkerson

>Principal

>MarketDrivers Consulting

>Strategy and Support

>479-443-1879

>479-871-1879 cell

From: Don Marr - Home <donmarr@swbell.net>
To: 'Michelle Bechhold' <mbechhold@ci.fayetteville.ar.us>
Date: 1/24/03 11:44AM
Subject: FW: City Clerk

From: PeteMargo@aol.com [mailto:PeteMargo@aol.com]
Sent: Friday, January 24, 2003 10:17 AM
To: AJSJ90@aol.com
Cc: donmarr@swbell.net; lljordan7@hotmail.com; RRhoads@HallEstill.com;
bthiel@ipa.net; jdseed@swbell.net
Subject: City Clerk

I would like you to consider Maureen Hoover for the city clerk position that has become available. I have worked with her over the past two years through our neighborhood association and have be impressed with her ability to handle every situation in a calm and organized manner: very professional. She has also be readily available to work with citizens like me.

Thanks,
Margo

-----Original Message-----

From: Susan Porter [mailto:susan@freeweekly.com]

Sent: Friday, January 24, 2003 6:40 AM

To: dmarr@hr-factor.com

Cc: jdseed@swbell.net; Bsdavis@arkansasusa.com; bthiel@ipa.net;

RRhoades@HallEstill.com; ljordan7@hotmail.com; AJSJ90@aol.com

Subject: City Clerk position

Dear Aldermen,

I would like to voice my support for your selection of Maureen Hoover as City Clerk. I have worked with Maureen on a professional basis for a number of years now and know that she is not only capable as an organizer and problem solver, but is very much a people person and as a manager is able to be firm in a pleasant manner and inspire others to take charge. Although she is young, I feel that she is wise beyond her years and a very dependable, reliable and even tempered person, who would be the best candidate for this position.

Very truly yours.

Susan Porter

Ward 2

From: Don Marr <donmarr@swbell.net>
To: <mbechhold@ci.fayetteville.ar.us>
Date: 1/27/03 8:21AM
Subject: FW: office of city clerk

-----Original Message-----

From: jensen34 [mailto:jensen34@netzero.net]
Sent: Sunday, January 26, 2003 9:18 AM
To: dmarr@hr-factor.com
Cc: bsdavis@arkansasusa.com; bthiel@ipa.net; jdseed@swbell.net;
rrhoads@hallestill.com; 11jordan7@hotmail.com; ajsj90@aol.com
Subject: office of city clerk

The City of Fayetteville has before it a slate of seven candidates for the office of City Clerk. Our Neighborhood Association had had dealings with one of your candidates, Maureen Hoover and we think you should know about this as you ponder this appointment.

The Pine Valley Neighborhood Assn. had become organized in the summer of 2000 in response to gigantic nightly student we were having to deal with in our neighborhood. We had gotten to the point we had to do something about the traffic, noise, litter and destruction of our property. We formed an association. Through a series of coincidences, I discovered Maureen Hoover in the newly formed Community Affairs Office at City Hall. She offered to attend a meeting and help us with our "party problem". Well, she did attend and listened to our complaints and offered suggestions for us to initiate and things that she could ask the police to do for us. We were delighted at the preparation that she had done before the meeting and elated that the city that the city might actually help. After that meeting, Maureen asked if she could bring a police officer to hear our problems first hand. Of course we said yes, but were privately a little skeptical. We were prepared to be vocal and stubborn to get people to see our problem our way. Well, to put it mildly we were all in for a surprise. Not only did 3 police officers show up (at 7 PM in the summer no less) they had a plan. We were stunned! Miss Hoover and LT. Johnson had discussed strategies before the meeting! Sgt. Gabbard had definite actions that the police dept. would take to help our problem. Officer Swansfeld suggested things that we could do as residents to help the situation. All of the officers and Maureen offered concrete help and a detailed plan of action for us. Well, not only were we pleasantly surprised, it took the "fight" right out of us because we were not being put in an adversarial position. This was a Tuesday evening and by Thursday evening we had at least 3 nightly patrols of our streets. We could stand in our front yards and wave hello to the patrol cars, something that had never happened here before. This organized support continued and we had follow-up. Miss Hoover would call me on a regular basis to see if our problems were getting under control and if she could be of further help. We also had a rape that occurred in our neighborhood and Miss Hoover and incidents of window peeking and Miss Hoover was also the one to organize and confront this problem to bring residents and the police together to discuss and initiate actions to deal with these situations.

She is organized, prepared, thoughtful and very easy to work with to help us in solving problems of our neighborhood. Our phone calls, emails and faxes were always responded to promptly. Our neighborhood concerns reflect areas of concern of other neighborhoods of Fayetteville. Miss Hoover's efforts to bring cooperation between the citizens and the city has

been excellent. Her planning and guiding on The Council of Neighbvborhoods has been invaluable to our entire community. Although we would miss here in her current post, there is an opportunity for the city of Fayetteville and all residents to benefit even more from her hard work and natural talents. We would encourage you to appont Maureen Hoover as our new City Clerk.

Thank You for your time,
Sue Jensen, President
Pine Valley Neighborhood Assn.
(479) 587-9385

From: Don Marr <donmarr@swbell.net>
To: <mbechhold@ci.fayetteville.ar.us>
Date: 1/27/03 8:21AM
Subject: FW: recommendation for city clerk

-----Original Message-----

From: Terry [mailto:teastin@lynks.com]
Sent: Friday, January 24, 2003 8:45 AM
To: Lioneld Jordan; Brenda Thiel; Don Marr; Kyle Cook; Robert Rhoads;
Bob Davis; Shirley Lucas
Subject: recommendation for city clerk

Dear City Council Members:

On Monday you will be making an important decision regarding the selection of a new City Clerk for Fayetteville. I honor and respect the difficulty of your task given the number of qualified and respected candidates who have applied.

Without hesitation, I highly recommend Maureen Hoover for this job. I have known and worked with Maureen over the course of the past two years. During this time, she has consistently exhibited highly effective communication, interpersonal relations, team building and leadership skills which make her ideal for the position of City Clerk.

Her positive representation of the city in a start-up position with a newly created office has afforded the administration an opportunity to put its best foot forward. She has skillfully increased the number of neighborhood organizations by 516% (from 6 to 31) in two years while developing a council of neighborhoods which has a powerful voice for quality of life issues in the community.

In the months prior to October of 2001, I worked directly with Maureen to plan, coordinate, and execute the highly successful Arkansas Trails and Greenways Forum. Maureen served as a city ambassador and liaison for all state and national guests. She was polite, professional, organized, and eager to be helpful during this project. I credit much of the program's success to her leadership abilities.

Given my experience with Maureen, I am certain she can and will implement procedural and administrative changes which will increase the effectiveness and efficiency of the City Clerk's office while, at the same time, serving as courteous and helpful public liaison.

I know you will make the very best decision possible and thank you for the time and consideration it takes to deliberate such an important issue.

Sincerely,

Terry Eastin

From: Don Marr <donmarr@swbell.net>
To: <mbechhold@ci.fayetteville.ar.us>
Date: 1/27/03 8:22AM
Subject: FW: City Clerk

-----Original Message-----

From: Richard Maynard [mailto:rmaynard@uark.edu]
Sent: Saturday, January 25, 2003 6:57 PM
To: City Council -- Bob Davis; Brenda Thiel; Don Marr; Kyle Cook;
Lionel Jordan; Shirley Lucas
Subject: City Clerk

Hi all,

I'm writing to put my two-cents worth in support of Maureen Hoover as the new city clerk. I've worked with Maureen probably more than I have with any other city official. She is highly organized, having almost single-handedly organized the Community Affairs department into what it is. She has been a wonderful resource and conduit for neighborhood associations like Asbell to communicate better with the city.

I'm sure you have other qualified candidates, but I hope you strongly consider Maureen for this position. Having worked right next to the city clerk's office for the past two years, I'm sure she is acquainted with how that office must work and ways to improve its efficiency.

Thank you,

Richard

Richard Maynard (rmaynard@comp.uark.edu)
SPRING INTERNATIONAL LANGUAGE CENTER
University of Arkansas
Fayetteville, Arkansas

From: Don Marr <donmarr@swbell.net>
To: <mbechhold@ci.fayetteville.ar.us>
Date: 1/27/03 8:22AM
Subject: FW: Recommendation for Maureen Hoover for City Clerk

-----Original Message-----

From: Shannon Gabbard [mailto:sgabbard@ci.fayetteville.ar.us]
Sent: Friday, January 24, 2003 4:35 PM
To: AJSJ90@aol.com; Bsdavis@arkansasusa.com; RRhoads@HallEstill.com;
lljordan7@hotmail.com; dmarr@hr-factor.com; bthiel@ipa.net;
jdseed@swbell.net
Subject: Recommendation for Maureen Hoover for City Clerk

Dear Council Members,

I would like to take a moment of your time to explain why I feel Maureen Hoover should receive serious consideration for the position of City Clerk.

It has been a real pleasure working with Maureen on several projects in the community. She has always been willing to come to meetings, no matter the day or hour and she always has valuable information to share.

I would hate to lose her in community affairs but I would love to see her doing something that would truly challenge her and make her happy. I think that the City Clerk position would fill that need.

The requirements for the position of City Clerk seems to match well with those attributes that Maureen already possess.

She has strong organizational skills. She handle multiple tasks on a daily basis. I have never heard her complain about the amount of varied assignments she is responsible for.

She has the ability to be a very good manager. I do not believe that she has anyone reporting to her at this time. I have seen her utilize volunteer staff and she has been able to keep them on task. She is able to manage several projects without micro managing her helpers.

I think that her communication skills are her strong point. This attribute has been a crucial part of her career. We have a diverse population in this city and Maureen has somehow been able to relate to all of those different personalities and to find a way of conveying the City's stance on a variety of issues without causing hate and discontent.

I would say that Maureen may border on being a bit anal retentive. If I have ever asked for a file, she has been able to produce it in short order. I think that her file management skills are not a concern.

Maureen's accessibility is another strong point. I have put her in a bad position before by inviting her to a meeting at the last minute and she has always been able to prioritize and make a decision of what needs the most attention. I have found her to be extremely accessible in

, person or by phone.

Maureen's technical skills are exceptional. She helped design parts of the accessfayetteville.com website. She uses her computer daily with excel, powerpoint, word and email plus she keep a palm pilot personal organizer to make sure she stays on schedule.

I feel that Maureen will prove herself to the community if given the opportunity and she will work very hard to earn the voters support.

Thank you for your time and consideration.

Sincerely,

Sergeant Shannon Gabbard
Fayetteville Police Department
(479) 587-3580

From: Don Marr <donmarr@swbell.net>
To: <mbechhold@ci.fayetteville.ar.us>
Date: 1/27/03 8:21AM
Subject: FW: city clerk candidate letter of recommendation

-----Original Message-----

From: melissa terry [mailto:melissaterry@yahoo.com]
Sent: Friday, January 24, 2003 10:09 AM
To: dmarr@hr-factor.com; Bsdavis@arkansasusa.com; bthiel@ipa.net;
jdseed@swbell.net; RRhoads@HallEstill.com; lljordan7@hotmail.com;
AJSJ90@aol.com
Subject: city clerk candidate letter of recommendation

Dear City Councilors,

I'm writing you today to recommend Maureen Hoover as your best choice for City Clerk.

After sharing an office and professional duties with Ms. Hoover, I can tell you with confidence that you will find her to be organized, polite, creative and responsible.

I feel Ms. Hoover is an asset to the city, no matter what position she's in. That said, she would make the City Clerk's office the efficient, friendly place for the public and government to interface that it should be.

In short, I hope you consider your choices well and put Ms. Hoover at the top of your list.

Thanks and have a great day,

Melissa Terry

Do you Yahoo!?

Yahoo! Mail Plus - Powerful. Affordable. Sign up now

-----Original Message-----

From: Kimberly Gross [<mailto:kimgrrr@swbell.net>]

Sent: Thursday, January 23, 2003 9:12 PM

To: dmarr@hr-factor.com

Subject: City Clerk position

Don,

I see that Maureen Hoover is applying for the City Clerk job. I have worked with her on several issues and found her very capable, responsive, professional, committed, and a good communicator. I believe she would be a good candidate for this position. Please contact me if I can provide any useful information.

Thanks,
Kimberly

Interim City Clerk Interview Questions

Instructions: Please score each question on a scale of 1 to 3 in the space provided.

1 = Weak 2 = Good 3 = Excellent

Score**Question**

1. In 2 minutes or less, please describe your organizational skills as they apply to this position.

2. Briefly describe your management and supervisory skills as they apply to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.

3. Please describe your communication style and people skills as they would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.

4. Describe your experience and/or aptitude in record keeping and document management.

5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.

6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to run for office in the next regularly scheduled election?

7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibly even weekend hours for retreats, etc.) Can you meet these flexibility requirements?

8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE

Position(s) Applied For Or Type Of Work Desired

City Clerk

Date Available For Work

February 4, 2003

Employment Interests

☒ Full-Time ☐ Part-Time

If Part-Time, List Days And Hours Available For Work

Will You Work Evenings Or Night Shifts?

☒ Yes ☐ No

Will You Work Weekends, If Necessary?

☒ Yes ☐ No

PERSONAL

Name:

Last
Thomas

First

Grayla

Middle

Renee

Address: Number

Street

City

State

Zip Code

Greenland

AR

72737

Telephone Number

Social Security Number

Are You Over 18 Years Of Age?

☒ Yes ☐ No

EDUCATION

Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 12

Did You Graduate Or Receive A GED?

☒ Yes ☐ No

School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From		To					
	Mo	Yr	Mo	Yr				
Vocational/Technical School						☐ Yes ☐ No		
College Yavapai Comm. College	1	94	6	96	Business mgmt / General	☐ Yes ☒ No	Na	NO
Graduate School Prescott, AZ						☐ Yes ☐ No		

Yavapai Comm. College

1

94

6

96

Business mgmt / General

Ma

NO

Other Special Schooling

Several Fred Pryor Seminars and Skilpath workshops

MILITARY

Military Service	U.S. Military Branch	Highest Rank Achieved	Date Entered	Date of Separation or Discharge
☐ Yes ☒ No				

Civilian Related Experience And Training

Senior Secretary - Planning Division (Serving as Secretary for several boards and
Notary Public. Commissions)

REFERENCES

List Three Work References Who Are Qualified To Describe Your Work Abilities

Name	Address	Telephone Number	Company
Lee Ward	Fayetteville, Ar	521-8970	Realty Concepts
Tim Conklin	Fayetteville, AR	575-8265	City of Fayetteville
Candy Alexander	Decatur, AR	752-3456	AirHost

SOURCE

Organization/Agency ☒	Advertisement ☐	Walk-In ☐	Other ☐
---	--	----------------------------------	--------------------------------

AN EQUAL OPPORTUNITY EMPLOYER-Applicant is not required to give any information on this form that is prohibited by federal, state or local law

EMPLOYMENT HISTORY (ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)

Company Name Of Last Or Present Employer City of Fayetteville			Title And Primary Job Tasks Senior Secretary		
Address 113 W. Mountain			Phone Number 419-515-8268		
Date Hired 8/01	Salary 19,864	Per yr	Typing minutes, office organization, accounts payable, payroll, maintaining		
Date Left na	Salary 23,441	Per yr	employee files, writing ordinances and resolutions for approval by City Council		
Supervisor's Name Tim Conklin, AICP, City Planner			Reason For Leaving Opportunity to better serve the citizens of Fayetteville		
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No					
Company Name of Next To Last Employer Davis, Wright, Clark, Butt + Carithers, PC			Title And Primary Job Tasks Receptionist / Legal Secretary		
Address 19 E. Mountain			Phone Number 419-521-7600		
Date Hired 8/00	Salary 18,000	Per yr	I was promoted to Legal Secretary approximately 3 months after being hired. Duties included transcription		
Date Left 8/01	Salary 22,500	Per yr	accts. receivable, conflict management		
Supervisor's Name Laura Keys			Reason For Leaving Offered job with Benefits (No Insurance)		
Company Name of Next Previous Employer Best Western Windsor Suites			Title And Primary Job Tasks Assistant Manager		
Address 1122 S. Futrell Drive			Phone Number 587-1400		
Date Hired 12/00	Salary 7.00	Per HR	Scheduling, hiring and training new employees, Evaluating and disciplining staff, maintaining		
Date Left 8/01	Salary 18,500	Per yr	accurate computations and account records		
Supervisor's Name Jennifer Fuchs / Terry Dill			Reason For Leaving Needed more steady work environment		
Company Name of Next Previous Employer Renee's Daycare			Title And Primary Job Tasks Owner / Operator		
Address 2340 Razorback			Phone Number		
Date Hired 8/98	Salary	Per	Was responsible for the daily supervision of five children in my home.		
Date Left 3/01	Salary	Per	Maintained accurate accounting records for ^{personal} business		
Supervisor's Name Self			Reason For Leaving Obtained position of Assistant Manager @ Best Western		
Company Name of Next Previous Employer Tyson Foods Entree Division			Title And Primary Job Tasks Production Assistant / pt. receptionist		
Address 2700 S. School Ave.			Phone Number 521-0677		
Date Hired 10/96	Salary \$6.25	Per Hour	Assisted in every aspect of this production facility. Answered multi-line telephone		
Date Left 8/98	Salary \$7.20	Per Hour	in absence of regularly assigned receptionist		
Supervisor's Name Pam Mason			Reason For Leaving Stayed @ home with newborn child		

OFFICE EQUIPMENT SKILLS

Do You Type? WPM ☒ Yes ☐ No 75	Do You Use Dictating Equipment? ☒ Yes ☐ No	Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☒ Yes ☐ No
Do You Operate A Personal Computer? ☒ Yes ☐ No		List Software You Can Use Lotus, Excel, Word, Word Perfect, MS 400, Groupwise, ArcView

DRIVING AND EQUIPMENT OPERATION EXPERIENCE

LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.

Class Of Equipment	Type/Size	Dates		
		From	To	
Tractor And Semi-Trailer				
Truck Or Dump Truck 40,000 LB GVW Or Over				
Motor Grader	n/a			
Dozer				
Front End Loader Or Back Hoe				
Other				
List Current Driver's License. Drivers are subject to CDL requirements.	State	License Number	Class and Endorsements	Exp. Date

OTHER INFORMATION

Have You Previously Applied For A Job With The City?	☒ Yes ☐ No	If Yes, List Approximate Date Of Former Application	8/01
Have You Previously Been Employed By The City?	☒ Yes ☐ No	If Yes, List Employment Dates And Department	8/01 to present
Do You Have Relatives or Friends Working For The City?	☒ Yes ☐ No	If Yes, List Name, Relationship And Position	Several friends from current employment w/ city
Have You Been Convicted Under Any Criminal Law Within The Past, Five (5) Years (Exclude Minor Traffic Violations)?	☐ Yes ☒ No	If Yes, Explain	

Are You a
U.S. Citizen? ☒ Yes ☐ NoIf You Are Not A U.S. Citizen, Does Your Visa Or
Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No

PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.

We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

AGREEMENT

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.

I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

Signature Of Applicant

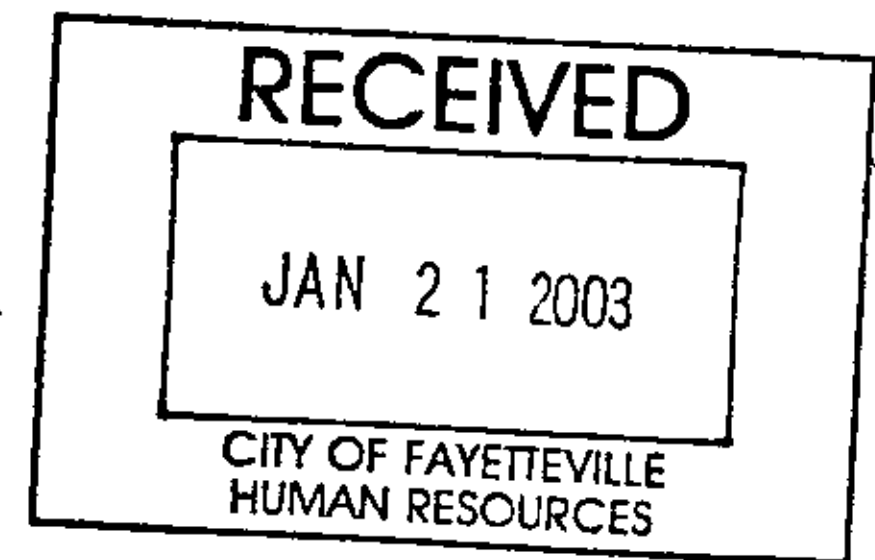
Dayla Renee Thomas

Date

1/24/03

CITY OF FAYETTEVILLE

APPLICATION FOR PROMOTION/TRANSFER



NAME: Renee Thomas

CURRENT POSITION: Senior Secretary

DIVISION/DEPARTMENT: Planning Division

1. I am applying for the position of Interim City Clerk.
2. I believe I am qualified to perform the job duties required by this position by reason of my skills and experience listed below.

Lotus 123
AS 400
Microsoft Excel
Microsoft Word
Corel Word Perfect
Typing 75 WPM
Experience in taking Dictation

It is my goal to provide quality service to the public that the city is there to serve and to my co-workers. I feel that my current experience as Senior Secretary for the Planning Division is closely related to the duties of City Clerk. As Senior Secretary I am responsible for maintaining minutes and accurate records of several boards and the Planning Commission as well as coordinating different special meetings and events pertaining to those boards. I believe my experience working for the City of Fayetteville for the past year and a half would allow me to fit well into the position of Interim City Clerk.

If you are applying for a position that will require operation of City vehicles, please indicate if you have a CDL, and if so what endorsements you hold.

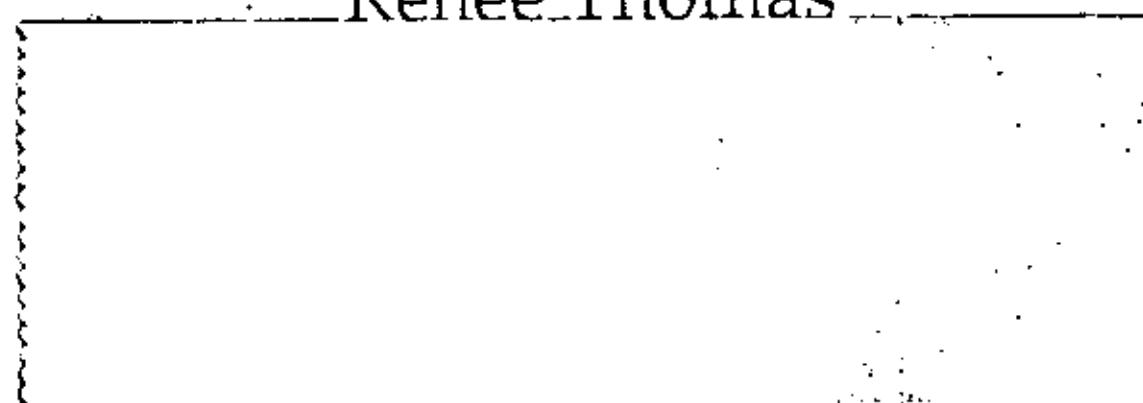
Not applicable.

Renee Thomas
SIGNATURE

DATE January 21, 2003

AUG 02 2001

Renee Thomas



Objective

To obtain a position within a growing company in which I can continue to use the skills I have obtained to benefit my employer and reach new goals in order to excel as a professional.

Experience

August, 2000-Present DAVIS, WRIGHT, CLARK, BUTT
& CARITHERS, PLC

Legal Secretary October, 2000-present

- Typing from dictation and text;
- Checking for client conflicts;
- General secretarial duties;
- Scheduling of depositions;
- File organization;
- Compile monthly client billings;
- Advanced copying projects; and
- Answering a multiple line switchboard, etc.

Receptionist August, 2000-October, 2000

- Answering a multiple line switchboard;
- Receiving faxes and delivering the same to attorneys;
- Ordering office supplies;
- Making coffee and greeting clients upon entry of the firm.

December, 1999-August, 2000 Best Western Windsor Suites

Assistant General Manager April, 2000-August, 2000

- Responsible for all scheduling of employees;
- Accounts receivable and payable;
- Assuring the highest quality service was delivered to all guests.

- in attendance and potential clients viewing the property;
- Routinely traveling and performing sales calls to large corporations in the Northwest Arkansas area

Front Desk Clerk December, 1999-April, 2000

- Customer service including sales;
- Greeting guests as they checked into and out of the hotel;
- Billing guests upon checkout of the hotel
- Handling cash and credit cards and calculating day end computations

October, 1996-August, 1998

Tyson Foods, Entree Division

Production Assistant

- Assisted in all aspects of line work producing and packaging all frozen dinners;
- Substituted running machines;
- Substitute receptionist, during sick days and vacation periods, etc.

Education 1994-1996 Yavapai Community College Prescott, AZ

- General studies

1990-1994 Mayer High School Mayer, AZ
(Honor graduate)

- Business management;
- Word Perfect;
- Lotus; and
- General Studies

Skills I am efficient in Microsoft office, ten key by touch, switchboard operations and customer service. Most recently I have been using Word Perfect Suite 8. I type approximately 75 wpm. I am very outgoing and enjoy working with people. I adapt well to change and strive for new challenges.

Work Reference

Applicant: Renee Thomas

Company Contacted: City of Fayetteville

City & State: Fayetteville, AR Phone: ext 262

Person Contacted: Dawn Warrick, Sr. Planner

Organizational Skills: She is currently required to manage several projects simultaneously and can handle that well. She is efficient in maintaining records for many tasks and people.

Management/Supervisory Skills: Not currently required – no knowledge

Communication Skills: Very good with the public and can clearly discuss a variety of things. Adept at explaining difficult jargon and rephrasing the issue at hand.

Ability to Multi Task: A requirement of current job. Very stressful atmosphere in current office. Skilled at dealing with work as well as the public.

Technical Skills: Most current job is done in word processing and typing legal descriptions. She is very thorough.

How well would this person be able to perform the duties?

With regard to stress level and activity, the City Clerk's office is comparable to current position. Management and Supervisory skills are unknown in her current position, however she is a very capable person.

Interim City Clerk Interview Questions

Instructions: Please score each question on a scale of 1 to 3 in the space provided.

1 = Weak 2 = Good 3 = Excellent

Score**Question**

1. In 2 minutes or less, please describe your organizational skills as they apply to this position.

2. Briefly describe your management and supervisory skills as they apply to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.

3. Please describe your communication style and people skills as they would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.

4. Describe your experience and/or aptitude in record keeping and document management.

5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.

6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to run for office in the next regularly scheduled election?

7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibly even weekend hours for retreats, etc.) Can you meet these flexibility requirements?

8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?

FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

RECEIVED

JAN 23 2003

CITY OF FAYETTEVILLE
HUMAN RESOURCES

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE

Position(s) Applied For Or Type Of Work Desired

CITY CLERK

Date Available For Work

Employment Interests

☒ Full-Time ☐ Part-Time

If Part-Time, List Days And Hours Available For Work

Will You Work Evenings Or Night Shifts?

☒ Yes ☐ No

Will You Work Weekends, If Necessary?

☒ Yes ☐ No

PERSONAL

Name: SWANNER Last KATHLEEN First (KAY) Middle ELEANOR

Address: Number Street FAYETTEVILLE City AR State 72701 Zip Code

Telephone Number Social Security Number Are You Over 18 Years Of Age?

☒ Yes ☐ No

EDUCATION

Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 12 Did You Graduate Or Receive A GED?

☒ Yes ☐ No

School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From		To					
	Mo	Yr	Mo	Yr				
Vocational/Technical School						☐ Yes ☐ No		
College						☐ Yes ☐ No		
Graduate School						☐ Yes ☐ No		
Other Special Schooling								

MILITARY

Military Service ☐ Yes ☒ No U.S. Military Branch Highest Rank Achieved Date Entered Date of Separation or Discharge

Civilian Related Experience And Training

REFERENCES

List Three Work References Who Are Qualified To Describe Your Work Abilities

Name	Address	Telephone Number	Company
HUGH EARVEST	FAYETTEVILLE AR	575-8330	CITY OF FAYETTEVILLE
LANA BROYLES	GREENLAND AR	575-8330	CITY OF FAYETTEVILLE
BRIAN HILL	MEQUON, WISCONSIN	262-242-9553	DecisionOne

SOURCE

Organization/Agency ☐

Advertisement ☐

Walk-In ☐

Other ☐

EMPLOYMENT HISTORY (ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)			
Company Name Of Last Or Present Employer CITY OF FAYETTEVILLE		Title And Primary Job Tasks SENIOR SECRETARY PROVIDING ADMINISTRATIVE SUPPORT	
Address 113 W MOUNTAIN, FAY. AR		Phone Number 575-8333	
Date Hired 6/12/01	Salary 11.00	Per hr.	TO DIRECTORS & MAYOR. MAKE ALL TRAVEL ARRANGEMENTS PURCHASE ORDERS & ACCOUNTS PAYABLE FOR DIVISION. SCHEDULE MEETINGS FOR DIRECTORS. ANSWER PHONES AND PROVIDE SECRETARIAL DUTIES. UNITED WAY CHAIRPERSON
Date Left STILL EMPLOYED	Salary	Per	
Supervisor's Name HUGH EARNEST		Reason For Leaving STILL EMPLOYED	
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No			
Company Name Of Next To Last Employer Decision One Corporation		Title And Primary Job Tasks ADMINISTRATIVE ASSISTANT FOR IT MANAGER + 10	
Address MENOMONEE FALLS, WI		Phone Number	
Date Hired 12/18/91	Salary 9.00	Per hr.	STAFF ENGINEERS. WRITING AND PROOFING SOFTWARE MANUALS. ORDERED OFFICE EQUIP. & SUPPLIES, ACCOUNTS PAYABLE, TIME CARD PREPARATION
Date Left 3/30/01	Salary 15.61	Per hr.	
Supervisor's Name BRIAN HILL		Reason For Leaving COMPANY PURCHASED MOVED TO FAYETTEVILLE	
Company Name Of Next Previous Employer TELEDYNE WISCONSIN MOTORS		Title And Primary Job Tasks ADMINISTRATIVE ASSISTANT. ATTEND AND TAKE MINUTES	
Address MILWAUKEE WI		Phone Number	
Date Hired 2/90	Salary 18000	Per YR	AT UNION NEGOTIATIONS, ACCOUNTS PAYABLE, SECRETARIAL WORK FOR QUALITY CONTROL & PERSONNEL ACCOUNTS PAYABLE, TIME CARD PREPARATION
Date Left 12/91	Salary	Per	
Supervisor's Name JACK DECKER		Reason For Leaving COMPANY WENT ON STRIKE & MOVED TO TENNESSEE	
Company Name Of Next Previous Employer Gogebic Iron Wastewater Plant		Title And Primary Job Tasks ADMINISTRATIVE ASSISTANT, PREPARED AGENDAS	
Address IRONWOOD MI		Phone Number	
Date Hired 7/87	Salary 6.00	Per hr.	TOOK & TRANSCRIBED MINUTES FOR BOARD AND FOR UNION NEGOTIATIONS. BILLED COMMUNITIES FOR USAGE OF FACILITY, ALL SECRETARIAL DUTIES
Date Left 2/90	Salary 7.50	Per hr.	
Supervisor's Name TOM CHRISTIANSON		Reason For Leaving MOVED TO MILWAUKEE FOR DAUGHTERS EDUCATION.	
Company Name Of Next Previous Employer MANATEE COUNTY PLANNING DEPT		Title And Primary Job Tasks OFFICE MANAGER AND ADMINISTRATIVE ASSISTANT.	
Address BRADENTON, FLORIDA		Phone Number	
Date Hired 1/80	Salary	Per	SUPERVISED AGENDA PREPARATION, ATTENDED MEETINGS, TOOK MINUTES & TRANSCRIBED FOR PLANNING & BOARD OF COUNTY COMMISSIONERS. SUPERVISED SECRETARIAL STAFF OF 12.
Date Left 7/87	Salary	Per	
Supervisor's Name BRUCE SICLIANO / LARRY FRAZIER		Reason For Leaving MOVED TO MICHIGAN	
OFFICE EQUIPMENT SKILLS			
Do You Type? WPM ☒ Yes ☐ No 80+	Do You Use Dictating Equipment? ☒ Yes ☐ No	Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☒ Yes ☐ No	
Do You Operate A Personal Computer? ☒ Yes ☐ No	List Software You Can Use MICROSOFT OFFICE, WORD PERFECT, LOTUS, FRONT PAGE		

DRIVING AND EQUIPMENT OPERATION EXPERIENCE

LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.

Class Of Equipment	Type/Size	Dates		
		From	To	
Tractor And Semi-Trailer				
Truck Or Dump Truck 40,000 LB GVW Or Over				
Motor Grader				
Dozer				
Front End Loader Or Back Hoe				
Other				
List Current Driver's License. Drivers are subject to CDL requirements.	State	License Number	Class and Endorsements	Exp. Date
	ARKANSAS		D	9/29/05

OTHER INFORMATION

Have You Previously Applied For A Job With The City? ☒ Yes ☐ No	If Yes, List Approximate Date Of Former Application CURRENTLY EMPLOYED
Have You Previously Been Employed By The City? ☒ Yes ☐ No	If Yes, List Employment Dates And Department
Do You Have Relatives or Friends Working For The City? ☒ Yes ☐ No	If Yes, List Name, Relationship And Position
Have You Been Convicted Under Any Criminal Law Within The Past, Five (5) Years (Exclude Minor Traffic Violations)? ☐ Yes ☒ No	If Yes, Explain

Are You a U.S. Citizen? ☒ Yes ☐ No	If You Are Not A U.S. Citizen, Does Your Visa Or Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No
--	---

PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.

We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

AGREEMENT

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.

I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

Signature Of Applicant

Kathleen Eleanor Swanner

Date

1/23/03

City of Fayetteville, Arkansas
Application For Promotion/Transfer

RECEIVED

JAN 21 2003

CITY OF FAYETTEVILLE
HUMAN RESOURCES

Name:

KATHLEEN (KAY) SWANNER

Current Position

SENIOR SECRETARY

Division/Department

MAYOR'S ADMINISTRATION

1. I am applying for the position of CITY CLERK
2. I believe I am qualified to perform the job duties required by this position by reason of my skills and experience listed below.

STRONG BACKGROUND IN PREPARING AGENDAS, TAKING MINUTES AND TRANSCRIBING.

BACKGROUND IN SUPERVISING SECRETARIAL & TRUCKING STAFF

EXCELLENT SHORTHAND & TYPING SKILLS

FAMILIAR WITH FAYETTEVILLE CITY ADMINISTRATION & STAFF

FAMILIAR WITH AS400 AND HANSEN PROGRAMS

KNOWLEDGEABLE OF CITY PURCHASING & TRAVEL POLICIES

If you are applying for a position that will require operation of City vehicles, please indicate if you have a CDL and if so what endorsements you hold.

Signature:

Kay Swanner

Date:

1/21/03

January 20, 2003

Human Resources
City of Fayetteville
113 W. Mountain
Fayetteville, AR 72701

Re: City Clerk Position

Dear Human Resources/City Council Members:

I would like to submit my application for the position of City Clerk. I have been employed by the City of Fayetteville since June, 2001 in the Mayor's office. I have worked closely with the Mayor, Directors and Chiefs, and with staff throughout the City. I am familiar with the City's accounting and travel process and procedures, as well as familiar with the AS400 and Hanson systems used by the City.

I have a strong background in preparing agendas, attending meetings and taking minutes. I have supervised a staff of 12 in agenda preparation for the Planning and County Commissioners of Manatee County, Florida and have prepared agendas and taken minutes for the Gogebic-Iron Wastewater Board, which was comprised of the Ironwood City Manager and 6 local communities. I have also taken minutes for union negotiations for the Gogebic-Iron Wastewater Plant and Teledyne Wisconsin Motor.

I believe I am fully qualified for this position and look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Kay Swanner".

Kay Swanner

Kathleen E. Swanner

Summary:

Solid and progressive administrative/executive assistant experience combined with the proven ability to supervise others. Well known for dependability and totally positive attitude. Adept in handling details of a confidential nature.

Technical skills include typing at 80+ WPM and shorthand at 80+ WPM. Software experience includes: Microsoft Office, WordPerfect, Lotus 1-2-3, IconAuthor. Experienced with City of Fayetteville AS400 programs and Hansen Program. Web experience includes developing and maintaining web site with Microsoft FrontPage. Strong proofreading capabilities. Master of state-of-the-art office equipment including computers, calculators, copiers and dictation machines.

Experience:

**Mayor's Office
City of Fayetteville Arkansas**

6/01 to current

Provides administrative support to City Directors and Mayor. Responsible for travel arrangements, purchase orders, accounts payable and secretarial duties. Led the City in its most successful United Way Drive ever held, going from \$18,000 to \$32,000. Plans, arranges and holds monthly brown bag lunches for all employees serving over 1,000 employee hours in 2002.

**Administrative Assistant
DecisionOne Corporation - Menomonee Falls, WI**

12/91 to 3/01

Provided administrative support to IT Manager. Responsible for accounts payable, ordering office equipment and computer software, time card preparation, and day-to-day secretarial duties.

Worked with Technical Writing Department in writing Software Manuals and the proofreading of manuals prior to publication. Handled call processing for IT Call Center data. Ran databases checking customer call reports.

**Administrative Assistant
Teledyne Wisconsin Motor - Milwaukee, Wisconsin**

2/90 to 12/91

Provided administrative support to Plant Manager. Exercised independent judgement and discretion in actions regarding company matters. Took and transcribed dictation of a highly confidential nature, including all union negotiations. Handled secretarial work for Quality Control and Personnel Departments. Responsible for accounts payable, calculating payroll, time card preparation, status and production reports. Assumed duties of two keypunch operators. Responsible for training the Plant Manager in the operation of the computer system.

**Administrative Assistant
Gogebic-Iron Wastewater Plant - Ironwood, Michigan**

7/87 to 2/90

Prepared agendas, attended and took minutes at board meetings and union negotiations. Calculated and billed communities on usage of facility. Prepared grant documents for funding from the Federal government. Ordered all office supplies and assisted in budget preparation and implementation.

Kathleen Swanner
Page 2

Office Manager and Administrative Assistant to the County Planner
Manatee County Planning Department - Bradenton, Florida

1/80 to 7/87

Supervised agenda preparation for Planning and County Commission meetings. Directed the activities of entire secretarial staff of 12 including interviewing, hiring and training. Attended meetings and transcribed minutes. Responsible for all forms, applications, codes and manuals produced by the department.

Selected to perform computer feasibility study. Selected, purchased and implemented the system. Trained all secretaries in this computer usage. Implementation resulted in a more efficient, easier to access computer system that was compatible with other county departments.

Co-owner and Office Manager
Swanner Trucking - Bradenton, Florida

10/69 to 10/81

Performed all phases of bookkeeping, taxes, hiring, ordering equipment and supplies - even tri-axle dump truck driving and repairs! Played role in the deregulation of the trucking industry in Florida.

EDUCATION:

Calumet High School - Calumet, Michigan. Additional course work includes: Statistical Process Control, Stress and Time Management, Supervising, Dealing with People and Telephone Techniques. Trained in writing code using Icon Author.

AFFILIATIONS:

Current Secretary: Razorback Chapter, IAAP (International Association of Administrative Professionals). Take minutes and transcribe.

Past President, Manatee County Women in Government - 200+ member group, planned programs, organized and directed meetings.

The Power Team - spearheaded the anti-drug, stay-in-school group in 12 local high schools, making arrangements for all materials, dates, programs, etc. for this team of professionals to work with Milwaukee Schools.

Work Reference

Applicant: Kay Swanner

Company Contacted: City of Fayetteville

City & State: Fayetteville, AR Phone: Ext 331

Person Contacted: Lana Broyles, Executive Secretary

Organizational Skills: Kay has very good skills. She has done an amazing job. She thinks in terms of organization.

Management/Supervisory Skills: Unknown – not necessary in current position

Communication Skills: Seems to be a good communicator

Ability to Multi Task: A required part of current job and she handles this well.

Technical Skills: Very Good.

How well would this person be able to perform the duties?
I think she could be totally competent and has everything it would take to be able to do the job well.

Interim City Clerk Interview Questions

*Instructions: Please score each question on a scale of 1 to 3 in the space provided.
1 = Weak 2 = Good 3 = Excellent*

Score

Question

1. In 2 minutes or less, please describe your organizational skills as they apply to this position.

2. Briefly describe your management and supervisory skills as they apply to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.

3. Please describe your communication style and people skills as they would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.

4. Describe your experience and/or aptitude in record keeping and document management.

5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.

6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to run for office in the next regularly scheduled election?

7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibly even weekend hours for retreats, etc.) Can you meet these flexibility requirements?

8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?

FAYETTEVILLE RECEIVED

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

JAN 23 2003

CITY OF FAYETTEVILLE
HUMAN RESOURCES

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE

Position(s) Applied For Or Type Of Work Desired

City Clerk

Date Available For Work

JANUARY 28, 2007

Employment Interests

☒ Full-Time ☐ Part-Time

If Part-Time, List Days And Hours Available For Work

Will You Work Evenings Or Night Shifts?

☒ Yes ☐ No

Will You Work Weekends, If Necessary?

☒ Yes ☐ No

PERSONAL

Name:

Last

Herzog

First

Barry

Middle

David

Address: Number

Street

City

State

Zip Code

Fayetteville, Arkansas

72701

Telephone Number

Social Security Number

Are You Over 18 Years Of Age?

☒ Yes ☐ No

EDUCATION

Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 12

Did You Graduate Or Receive A GED?

☒ Yes ☐ No

School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From		To					
	Mo	Yr	Mo	Yr				
Vocational/Technical School						☐ Yes ☐ No		
College						☒ Yes ☐ No		
Yankton College	2	70	12	72	Sociology		1972	BA
Graduate School						☐ Yes ☐ No		
Washington University	5	74	5	76	Health Care Administration		1976	MHA
Other Special Schooling								

MILITARY

Military Service ☒ Yes ☐ No U.S. Military Branch ☒ Air Force Highest Rank Achieved ☒ A1C Date Entered February 1967 Date of Separation or Discharge March 1969

Civilian Related Experience And Training

REFERENCES

List Three Work References Who Are Qualified To Describe Your Work Abilities

Name	Address	Telephone Number	Company
Rose Smithson	127W. Sunbridge Fayetteville	571-4338	Northwest Arkansas Heart
Ken Ball	3873 North Parkview Fayetteville	582-0435	Quartermaster
Donita Kossov	1-540 Johnson	521-4433	Medical

SOURCE

Organization/Agency ☐

Advertisement ☒

Walk-In ☐

Other ☒

EMPLOYMENT HISTORY (ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)			
Company Name Of Last Or Present Employer ARTEMIS MSO		Title And Primary Job Tasks Associate Executive Director	
Address Fayetteville Arkansas		Phone Number	
Date Hired August 1998	Salary 25,000	Per year	services and consultation for physicians, business & industry -
Date Left March 2002	Salary 32,000	Per year	
Supervisor's Name Ken Ball		Reason For Leaving Company closed	
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No			
Company Name of Next To Last Employer First Physicians Network		Title And Primary Job Tasks Executive Director - Responsible	
Address Charleston West Virginia		Phone Number	
Date Hired 1997	Salary 76,000	Per year	for start-up a physician network. Set up office data systems, financial growth -
Date Left 1998	Salary 76,000	Per year	
Supervisor's Name Steve Matulis MD		Reason For Leaving Did not renew contract	
Company Name of Next Previous Employer Oakland Clinic		Title And Primary Job Tasks Administrator	
Address Kansas City, Missouri		Phone Number	
Date Hired 1995	Salary 73,000	Per year	Managed and directed day to day activities of eleven physician practice
Date Left 1996	Salary 75,000	Per year	
Supervisor's Name Chip Leeding MD		Reason For Leaving Practice sold to hospital	
Company Name of Next Previous Employer St. Vincent Medical Center		Title And Primary Job Tasks Executive Director Responsible	
Address Little Rock Arkansas		Phone Number	
Date Hired 1994	Salary 86,000	Per year	for purchase, evaluation and management of practice operations.
Date Left 1995	Salary 86,000	Per year	
Supervisor's Name Paul Edgett		Reason For Leaving Resigned	
Company Name of Next Previous Employer Fayetteville Prognostic Clinic		Title And Primary Job Tasks Chief Executive Officer - Manager	
Address Fayetteville AR 521-8200		Phone Number	
Date Hired 1984	Salary 45,000	Per year	daily operations of 20 physician internal medicine practice.
Date Left 1993	Salary 86,000	Per year	
Supervisor's Name Board of Directors		Reason For Leaving Resigned	
OFFICE EQUIPMENT SKILLS			
Do You Type? ☒ Yes ☐ No	WPM	Do You Use Dictating Equipment? ☒ Yes ☐ No	Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☒ Yes ☐ No
Do You Operate A Personal Computer? ☒ Yes ☐ No		List Software You Can Use WORD, EXCEL	

DRIVING AND EQUIPMENT OPERATION EXPERIENCE

LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.		Dates		
		From	To	
Class Of Equipment	Type/Size			
Tractor And Semi-Trailer				
Truck Or Dump Truck 40,000 LB GVW Or Over				
Motor Grader				
Dozer				
Front End Loader Or Back Hoe				
Other				
List Current Driver's License. Drivers are subject to CDL requirements.	State	License Number	Class and Endorsements	Exp. Date
	Arkansas		D	9-5-2007

OTHER INFORMATION

Have You Previously Applied For A Job With The City? ☒ Yes ☐ No	If Yes, List Approximate Date Of Former Application <i>past year</i>
Have You Previously Been Employed By The City? ☐ Yes ☒ No	If Yes, List Employment Dates And Department
Do You Have Relatives or Friends Working For The City? ☐ Yes ☒ No	If Yes, List Name, Relationship And Position
Have You Been Convicted Under Any Criminal Law Within The Past, Five (5) Years (Exclude Minor Traffic Violations)? ☐ Yes ☒ No	If Yes, Explain

Are You a U.S. Citizen? ☒ Yes ☐ No	If You Are Not A U.S. Citizen, Does Your Visa Or Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No
--	---

PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.

We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

AGREEMENT

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

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I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

Signature Of Applicant	<i>Randy J. Henry</i>	Date	<i>Jan 23, 2003</i>
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Barry D. Herzog

Experienced administrator with leadership skills in human resource management, program administration, facilities management, financial, marketing and public relations.

Work History

Artemis Management Service Organization Fayetteville, Arkansas 1998 – 2002
Associate Executive Director

- Provide management advisory services to group practices, business and industry.
- Services include strategic planning, personnel management, practice review and evaluation, internal controls, financial, contract negotiations and management information systems.
- Managed and supervised patient account representatives.
- Developing compensation formulas.
- Determine marketing and public relations strategies.
- Selected computer systems, networks and software. Implementation the start up of physician's practices and business operations.
- Newsletter for physicians and staff called "The Remedy" containing practice management recommendations.
- Assisted with obtaining new clientele for billing services.
- Assisted and advised management service organization with strategic planning

First Physicians Network, LLC Charleston, West Virginia 1997-1998
Executive Director

- Reported to President and nine-member board of directors.
- Formation of Group Practice without Walls.
- Physicians network for seventy-five physicians.
- Communications with legal and accountants advisors to review anti trust issues.
- Set up systems for billing and services provided.
- Reviewed software systems for outcome data collection to assist with the negotiation of managed care contracts.
- Coordinated functions with board of directors, operations committee, practice managers and task forces for marketing, public relations, management information systems, membership development and growth, managed care, materials management and purchasing.
- Developed vendor-purchasing systems for practices creating of 25-30 percent for printing, office and computer supplies.
- Published newsletters to assist in the development of practice efficiencies and education.
- Installed Physician Services Practices Analysis (PSPA) software to evaluate relative value units for practice fee structure. PSPA provided practices with comparison to national and regional database to analyze practice activity, cost accounting, third party vendors, etc.
- Developed strategic action plan for implementation of goals and objectives.

Gashland Clinic Kansas City, Missouri 1995-1996
Administrator

- Provided oversight and direction of an eleven-physician group practice with primary and urgent care operations and surgery.
- Annual production of \$ Six Million with twenty five percent managed care.
- Developed strategic operating plan, salary and wage system, performance evaluation system, job descriptions, and employee handbook for practice.
- Implemented marketing and public relations plan.

- Direct contact with Healthnet, Prudential and other managed care representatives for contract negotiation, NCQA, and other issues.

Saint Vincent Medical Center

Little Rock, Arkansas

1994-1995

Executive Director

- Management Service Organization consisting of fourteen physicians and a staff of seventy-five employees.
- Responsible for the administration of practice service operations including facilities management, personnel, ancillary services, accounting and accounts receivable management, purchasing and contract administration.
- Coordinated the personnel transition during the merger and acquisition period of the clinics. Promoted a cooperative working relationship between the operating units and the management service organization.
- Served as a member on the physician-hospital organization (PHO) to review managed care contracts and other issues.
- Developed new purchasing, requisition and accounting systems for improved internal controls. Conducted operational reviews of practices.
- Implemented action plans to improve practices operational efficiency and maximize patient services.

Fayetteville Diagnostic Clinic

Fayetteville, Arkansas

1984-1993

Chief Executive Officer

- Managed the daily operations for twenty physician internal medicine practice with CLIA certified laboratory, radiology, special procedures for cardiac and pulmonary function testing.
- Facility had licensed Ambulatory Surgery Center.
- Responsible for the management and supervision of ninety staff members, financial management of annual revenues of ten million dollars, public relations, marketing, staff development, strategic planning and management information systems.
- Coordinated the design and building of new six million-dollar, forty thousand square foot facility. Included with this project was the purchase of new hardware, communication systems, medical and office equipment and numerous other details.
- Revised billing system, insurance and collection procedures for practice. Maintained contact with external resources provided by professionals in the areas of insurance, banking, legal, accounting, and retirement plan managers.
- Assisted in recruiting and contracting new physicians.
- Developed and implemented a new employee appraisal system, orientation and training program.
- Completed successful upgrade and conversion of computer system.
- Worked with programmers to develop on line appointment scheduling system.
- Served as project manager for construction and development of North Hills Medical Park.

Gailey Eye Clinic

Bloomington, Illinois

1979-1984

Administrator

- Provided management and administration for medical and surgical group practice comprised of seven ophthalmologists.

Education, Certifications, and Associations

Washington University Saint Louis, Missouri Masters Degree Health Care Administration
 Yankton College Yankton, South Dakota BA Degree Sociology, Deans List
 American College of Medical Practice Executives- Certified Practice Management Executive
 Medical Group Management Association – Internal Medicine Assembly Member and Chairman
 1992-1994, State Membership Coordinator 1992, Medical Group Management Association
 Arkansas State President and Board Member 1992-1993
 Fayetteville School District Board Member Elected 1990-1993
 Fayetteville Chamber of Commerce Elected Chairman of Board 1990, board member 1988-1991
 American Heart Association Volunteer Coordinator for Fund Raising

Barry D. Herzog
1148 Rodgers Drive
Fayetteville, Arkansas 72701
479 527-6779
bardher@swbell.net

References

Rose Smithson
Administrator
Northwest Arkansas Heart and Cardiovascular Center
123 West Sunbridge
Fayetteville, Arkansas 72703
479 571-4338

Ken Ball
Accountant
3873 North Parkview
Fayetteville, Arkansas 72701
479 582-0434

Edward Bradford
1492 Sunset Place
Fayetteville, Arkansas 72701
479 443-7279

M. Reed Greenwood
University of Arkansas
1601 Elmwood
Fayetteville, Arkansas 72701
479 521-6551

Jack Butt
Attorney
Davis, Wright Law Firm
19 East Mountain
Fayetteville, Arkansas 72701
479 521-7600

Richard Atkinson
Law School Professor
1500 West Cleveland
Fayetteville, Arkansas 72701
479 444-7886

Work Reference

Applicant: Barry Herzog

Company Contacted: Personal Reference

City & State: Fayetteville, AR Phone: 574-4338

Person Contacted: Rose Smithson

Worked together when Barry was the Administrator at Fayetteville Diagnostic Clinic.

Organizational Skills: Very organized, very particular about communication and organization. Very task oriented.

Management/Supervisory Skills: Excellent

Communication Skills: Excellent

Ability to Multi Task: Excellent

Technical Skills: Unknown – He had support staff to handle these duties at the Clinic

How well would this person be able to perform the duties?

He has done all of this before and will perform very well.

Interim City Clerk Interview Questions

Instructions: Please score each question on a scale of 1 to 3 in the space provided.

1 = Weak 2 = Good 3 = Excellent

Score

Question

1. In 2 minutes or less, please describe your organizational skills as they apply to this position.

2. Briefly describe your management and supervisory skills as they apply to this position. Please include direct experience in hiring, firing, evaluation and discipline of employees.

3. Please describe your communication style and people skills as they would apply to this job. Specifically, as to how you might deal with the public, staff and elected officials as you are confronted with controversial issues.

4. Describe your experience and/or aptitude in record keeping and document management.

5. Describe your technical skills (computer software programs, typing, etc.) and how they would apply to this position.

6. This appointment is for the remainder of an elected term. This position is an elected position, what are your plans when the time comes for this position to run for office in the next regularly scheduled election?

7. The job requires great flexibility in the hours you may have to work (i.e. late work hours, evenings, possibly even weekend hours for retreats, etc.) Can you meet these flexibility requirements?

8. Is there anything you would like to add about yourself, or your qualifications that you would like for the council to consider during this selection process?

Application for Employment
accessFayetteville Fax Back Doc #1524,1528,1530
(479)718-7600



FAYETTEVILLE

THE CITY OF FAYETTEVILLE, ARKANSAS
113 WEST MOUNTAIN
FAYETTEVILLE, ARKANSAS 72701

APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE SIGNED AND DATED ON PAGE 3 IN ORDER TO BE A VALID APPLICATION

YOUR OBJECTIVE								
Position(s) Applied For Or Type Of Work Desired <i>Interim City Clerk</i>								
Date Available For Work <i>immediately</i>		Employment Interests ☒ Full-Time ☐ Part-Time		If Part-Time, List Days And Hours Available For Work				
Will You Work Evenings Or Night Shifts? ☒ Yes ☐ No		Will You Work Weekends, If Necessary? ☒ Yes ☐ No						
PERSONAL								
Name: Last <i>Hansberger</i>		First <i>David</i>		Middle <i>Anthony</i>				
Address: Number <i>1</i>		Street <i>Fayetteville</i>		City <i>Fayetteville</i>		State <i>AR</i>		
Telephone Number <i>1</i>		Social Security Number <i>1</i>		Are You Over 18 Years Of Age? ☒ Yes ☐ No		Zip Code <i>72703</i>		
EDUCATION								
Elementary Or High School Grade Completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 <u>12</u> Did You Graduate Or Receive A GED? ☒ Yes ☐ No								
School Name And Location	Dates Attended				Major Subjects	Graduated	Date Degree Granted Or Expected	Diploma Or Degree
	From	To						
	Mo	Yr	Mo	Yr				
Vocational/Technical School						☐ Yes ☐ No		
College						☒ Yes ☐ No		
Univ. of Arkansas	01	96	5	99	History		5/99	B.A.
Graduate School						☐ Yes ☒ No		
Univ. of Arkansas	9	99	5	03	History		5/03	M.A.
Other Special Schooling	<i>N/A</i>							
MILITARY								
Military Service ☐ Yes ☒ No	U.S. Military Branch		Highest Rank Achieved		Date Entered		Date of Separation or Discharge	
Civilian Related Experience And Training								
REFERENCES								
List Three Work References Who Are Qualified To Describe Your Work Abilities								
Name	Address				Telephone Number		Company	
Steve Burns	3815 Norths Hill BLVD				(479)463-1019		WRMC	
Bill Clodfelter	1255 S. Shiloh Dr.				(479)521-1166		Clarion Inn	
George Davis	410 Sherwood Ave Mena, AR				(479)394-7960		RG Corp.	
SOURCE								
Organization/Agency ☐		Advertisement ☒		Walk-In ☐		Other ☐		

AN EQUAL OPPORTUNITY EMPLOYER-Applicant is not required to give any information on this form that is prohibited by federal, state or local law



EMPLOYMENT HISTORY (ALSO LIST ANY PERIOD OF UNEMPLOYMENT THAT EXCEEDS 90 DAYS)			
Company Name Of Last Or Present Employer Washington Regional Medical		Title And Primary Job Tasks OR unit secretary -	
Address 463-1019		I assist the head nurse: making possible the	
Date Hired 11-99	Salary 7.76 Per HR	efficient functioning of the operating rooms	
Date Left present	Salary 10.18 Per HR	by coordinating surgeons, anesthesiologists,	
Supervisor's Name Steve Burns		staff and patients. Use computer + answer phone.	
May We Contact Your Supervisor For A Reference Before A Job Offer Is Made? ☒ Yes ☐ No		Reason For Leaving	
Company Name Of Next To Last Employer Clarion Inn		Title And Primary Job Tasks Front Desk Clerk -	
Address 1255 S. Shiloh Dr. 521-1166		Customer service, reservation scheduling,	
Date Hired 1-96	Salary 5.50 Per HR	answered telephone, guest check-ins, concierge	
Date Left 11-99	Salary 7.25 Per HR	responsibilities, employee scheduling & book-keeping	
Supervisor's Name Bill Claffelter		Reason For Leaving a more diversified work experience	
Company Name Of Next Previous Employer RG Corp.		Title And Primary Job Tasks General Manager -	
Address 410 Sherwood Ave 394-		Managed chain of video rental/ret-to-own	
Date Hired 5-92	Salary 1000.00 Per month	stores/pizzerias. Responsibilities included:	
Date Left 12-95	Salary 1800.00 Per month	hiring, problem solving, purchasing & supervising	
Supervisor's Name Rick Davis		Reason For Leaving moved to Fayetteville to attend school	
Company Name Of Next Previous Employer No-Skin		Title And Primary Job Tasks Data entry specialist -	
Address 125 E. Center, Provo, UT		My duties included: answer phone, take	
Date Hired 4-90	Salary 4.50 Per HR	product orders, computer use, ten key &	
Date Left 5-92	Salary 5.50 Per HR	customer service on phone.	
Supervisor's Name Joe Herald		Reason For Leaving moved to Arkansas	
Company Name Of Next Previous Employer Sears		Title And Primary Job Tasks Sales clerk -- I worked in automotive	
Address Antioch, CA		selling autoparts such as tires & batteries,	
Date Hired 1-89	Salary Commission Per	etc. I also used a cash register and	
Date Left 8-89	Salary Commission Per	gave great customer service.	
Supervisor's Name Tim Hudson		Reason For Leaving moved to Provo to attend school	
OFFICE EQUIPMENT SKILLS			
Do You Type? WPM ☒ Yes ☐ No 55	Do You Use Dictating Equipment? ☐ Yes ☒ No	Do You Operate A 10-Key Adding Machine Or Calculator By Touch? ☒ Yes ☐ No	
Do You Operate A Personal Computer? ☒ Yes ☐ No		List Software You Can Use word, wordperfect, excel, quicken, corel draw, peachtree	



DRIVING AND EQUIPMENT OPERATION EXPERIENCE				
LIST ALL EQUIPMENT YOU ARE FULLY QUALIFIED TO OPERATE IF YOU ARE APPLYING FOR A LABORER, DRIVER OR OPERATOR JOB IN THE PUBLIC WORKS DEPARTMENT.				Dates
Class Of Equipment	Type/Size	From	To	
Tractor And Semi-Trailer				
Truck Or Dump Truck 40,000 LB GVW Or Over				
Motor Grader				
Dozer				
Front End Loader Or Back Hoe				
Other				
List Current Driver's License. Drivers are subject to CDL requirements.	State AR	License Number	Class and Endorsements D	Exp. Date 5-25-5

OTHER INFORMATION	
Have You Previously Applied For A Job With The City? ☐ Yes ☒ No	If Yes, List Approximate Date Of Former Application
Have You Previously Been Employed By The City? ☐ Yes ☒ No	If Yes, List Employment Dates And Department
Do You Have Relatives or Friends Working For The City? ☐ Yes ☒ No	If Yes, List Name, Relationship And Position
Have You Been Convicted Under Any Criminal Law Within The Past Five (5) Years (Exclude Minor Traffic Violations)? ☐ Yes ☒ No	If Yes, Explain

Are You a U.S. Citizen? ☒ Yes ☐ No	If You Are Not A U.S. Citizen, Does Your Visa Or Immigration Status Permit You To Become Lawfully Employed? ☐ Yes ☐ No
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PLEASE USE THE BACK PAGE FOR ANY ADDITIONAL REMARKS YOU MAY HAVE REGARDING YOUR QUALIFICATIONS.

We appreciate your interest in our city as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or mental impairment that limits a major life activity.

AGREEMENT

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

I agree and understand the employer may investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any damages on account of their furnishing such information. Proof of citizenship or immigration status will be required upon employment.

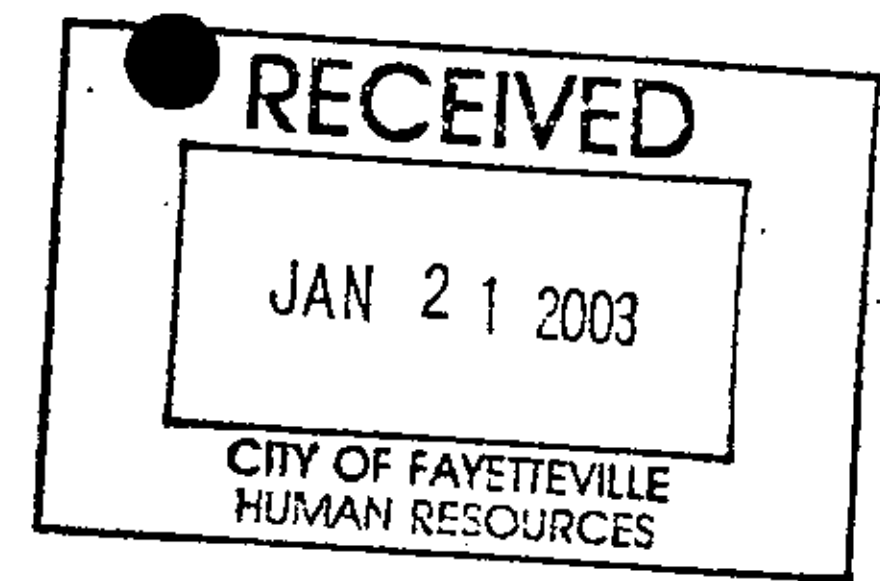
I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, that my employment is at will only and for no term of definite duration. I also understand and agree that either myself or the City of Fayetteville may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any city records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

Signature Of Applicant <i>David H. Hanger</i>	Date 1/21/03
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January 21, 2003



I am writing to apply for the position of Interim City Clerk. I have enclosed my resume and references for your consideration.

As my resume indicates, I have had varied work experiences, all of which contribute to what I can offer this department in the way of services. For instance, in my years spent as the general manager for a retail chain I gained vast experience in interpersonal relations. My organizational skills and ability to coordinate many diverse employees into a unified team with a singular goal enabled the corporation to run smoothly and efficiently. My time spent in the employment of the Clarion Inn gave me experience in the clerical field, fine-tuning my organizational skills as well as giving me knowledge in the workings of the travel and accommodation industries. My current employment as surgery secretary at Washington Regional has further sharpened my organizational skills. In an environment that is fast-paced and at times intense, it is my responsibility to keep everything flowing smoothly— at times life and death are hinged on the mundane details of the surgery room operations.

My years spent at the University of Arkansas in the pursuit of first my B.A. and then my M.A. in History have not only proven my written and verbal skills, but have also given me a first hand familiarity with the workings of the university system.

I feel that my training and flexibility would be an asset to the city of Fayetteville. I have the drive and determination for excellence in many different career environments, and feel that in each position I have held, I have contributed to the efficiency and to the productivity of the office by which I was employed.

I appreciate your consideration of my application and am excited at the possibility of working for the city of Fayetteville.

Sincerely,

David A. Hansberger

WORK HISTORY

1999-present

*Unit Secretary of Surgery, Washington Regional Medical Center
1125 North College Ave. Fayetteville, AR 72703*

assistant to head nurse: making possible the efficient functioning of operating rooms by scheduling emergent surgeries; coordinating surgeons, anesthesiologists, and patients; sending for necessary equipment to be used for the surgeries, making sure staff is informed about procedures; answering telephone.

1996-1999

*Front Desk Clerk, Clarion Inn (full-time student)
1255 S. Shiloh Dr. Fayetteville, AR 72701*

customer service, reservation scheduling, answering telephone, guest check-ins, concierge responsibilities, employee scheduling, book-keeping and deposits, and misc. computer tasks

1992-1995

*General Manager, RG Corp.
410 Sherwood Ave. Mena, AR 71953*

managed chain of video rental /rent-to-own stores/pizzerias. responsibilities included hiring, problem solving, purchasing, scheduling employees, advertising and promotions, interpersonal relations, and the supervising of store managers.

EDUCATION

1998

B.A. in History, University of Arkansas

2001

M.A. in History pending defense of thesis, University of Arkansas

AWARDS RECEIVED

- Phi Alpha Theta, honors society for history

SKILLS

computer knowledge: word, word perfect, excel, peachtree accounting, corel draw, quicken, works, etc.
ten key by touch, wpm 55, excellent phone etiquette
public relations skills, strong organizational skills, group facilitator training

WORK REFERENCES

RG Corp., owners: Rick Davis (479) 394- 2658

George Davis (479) 394- 4416

The Clarion Inn, Gen. Manager: Bill Clodfelter (479) 521- 1166

Washington Regional, Surgery Assistant Head Nurse: Steve Burns (479) 713- 1019

ACADEMIC REFERENCES

Dr. William West: 575-3000

Dr. Engels 575-3000

Dr. Tucker 575-3000

Work Reference

Applicant: David Hansberger

Company Contacted: Washington Regional Med. Ctr

City & State: Fayetteville, AR Phone: 713-1065

Person Contacted: Mary Parks, Hr. Mgr.

Could verify dates of employment and title only.

Dates of employment – Nov. 8, 1999 to date

Title: Unit Secretary

Organizational Skills:

Management/Supervisory Skills:

Communication Skills:

Ability to Multi Task:

Technical Skills:

How well would this person be able to perform the duties?