

**FOR IMMEDIATE RELEASE**

March 7, 2019



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City of Copperas Cove

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### **Cemetery Advisory Board**

Copperas Cove, Texas – The City of Copperas Cove is accepting applications to fill a position on the Cemetery Advisory Board. The purpose of the City Council Appointed Advisory Body is to determine citizen expectations and provide recommendations to the City Council on matters concerning the municipal cemetery. Members also plan special projects at the cemetery, such as historical or genealogy searches, and cooperate with other public and private organizations in advancing the interests of the cemetery. The advisory body consists of five members, appointed to two year terms, and meetings are held six times per year.

Applications are available at 914 South Main Street, Suite B, or on the City website, [www.copperascovetx.gov](http://www.copperascovetx.gov) under “Forms and Applications”. The position vacancy will be advertised through April 6, 2019. Completed applications must be submitted to the office of the City Secretary by the submittal deadline, April 16, 2019 at 5pm, for consideration.

For further information please contact City Secretary Lisa Wilson at [lwilson@copperascovetx.gov](mailto:lwilson@copperascovetx.gov) or (254)547-4221.

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## City Council Appointed Advisory Body Application

Advisory Body Preference 1: \_\_\_\_\_

Advisory Body Preference 2: \_\_\_\_\_

Full Name: \_\_\_\_\_ City Resident: \_\_\_\_\_ years

Residential Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License State/Number: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Experience or special knowledge applicable to the Copperas Cove Advisory Body function:

Civic Activities and/or Professional Affiliations:

Are you currently or have you ever been party to any misdemeanor or felony criminal matter (other than minor traffic violations for which no arrest was made), in which you were charged, convicted, fined, served probation, participated in deferred adjudication or other program to avoid conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution? (Conviction will not automatically disqualify applicant)  
No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, please explain:

**NOTE: Please carefully read the following statements. After you have read the statements, please sign and date in the space provided below.**

I understand that in the course of my work experience I may come into contact with confidential records and information. I agree to maintain the confidentiality of those materials and guard the private nature of that information, and to disclose such information only on a need to know basis.

I understand and certify the information contained in this application or other material provided to the City of Copperas Cove, and in any oral statement made by me are true and correct. I have not omitted any information and understand false or misleading information given in my application, resume or interviews will disqualify me from further consideration. I understand information disclosed in this process may be disclosed in public meetings and/or may be made available to the public.

I authorize investigation of all statements contained herein and authorize the references I have listed to provide the City of Copperas Cove any and all information concerning information they may have on me, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to the City of Copperas Cove.

I further authorize the City of Copperas Cove to conduct a criminal history background investigation as part of this Advisory Body application process. I also agree to provide the City of Copperas Cove with any other authorization or release necessary to complete the required criminal history background investigation to determine my suitability to serve in this capacity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit completed application to the City Secretary's Office – 914 South Main Street  
Copperas Cove, Texas 76522 or email to Lisa Wilson at [lwilson@copperascovetx.gov](mailto:lwilson@copperascovetx.gov).  
For further information call (254)547-4221.

# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency **may** request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us/CrimeRecords/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

City Of Copperas Cove  
\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl _____ Vol/Contractor _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	