

**Cover Sheet for Brandon Residents Applying  
for Appointment to Town Boards, Commissions,  
Committees, and Public Offices**



<b>Position Applying for</b>			
Your name			
Physical address		Mailing if different	
Best telephone		Alternate telephone	
Email address			
You understand that your application for this position will be made public:		<input type="checkbox"/> YES initials _____	
You are a legal resident of the Town of Brandon, Vermont		<input type="checkbox"/> YES initials _____	

Thank you for your willingness to serve the Town of Brandon. Applicants interested in serving on a board, commission, or committee of the Town are asked to:

- **Attend at least one meeting** of that board before applying to be seated on it
- Provide the information requested on this cover sheet to the town manager ([shopkins@townofbrandon.com](mailto:shopkins@townofbrandon.com))

Appointees are asked to:

- Attend all regular and special meetings of the board
- Comply with Vermont Open Meeting Law (a handbook will be provided to you by the Town)
- Follow the Town of Brandon Conflict of Interest and Ethical Conduct Policy
  - (published at [www.townofbrandon.com](http://www.townofbrandon.com) under "**Resources**")
- Contribute to efficient work by reviewing all appropriate material before each meeting
- Advise the town manager immediately should you resign before your term ends

In a brief letter submitted with this cover sheet, please summarize the reasons you are requesting appointment, any skills or qualifications you may bring to the position, and any other information you feel would be relevant and helpful to the selectboard as it makes its selection.

By submitting this application, I affirm that the facts set forth in it are true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Town of Brandon is committed to providing equal employment and volunteer opportunities without regard to race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, disability, or any other protected characteristic as outlined by federal, state, or local laws.