



## CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE  
SOUTH EL MONTE, CALIFORNIA 91733  
(626) 579-6540



# NOTICE OF VACANCY

## TO SERVE AS A COMMISSIONER ON ONE OF THE VARIOUS COMMISSIONS

The City of South El Monte is accepting applications from interested residents wishing to serve on a City Advisory Commission. Applications are now being accepted through **Thursday, December 4, 2025, by 5:00 p.m.**

All positions are subject to proof of residence and clearance of the Live Scan background check. Terms for the following commissions end January 31, 2026:

- **Advancement for Women and Girls Commission** – Five (5) positions. The Commission shall act in an advisory capacity to the City Council on all matters pertaining to the advancement of women and girls.
- **Community Services Commission** – Seven (7) positions. The Commission acts in an advisory capacity to the City Council on all matters pertaining to the City's parks and recreation services, senior programs, and special events.
- **Patriotic Commission** – Five (5) positions. The Commission acts in an advisory capacity to the City Council in all matters pertaining to patriotism and the civic recognition of both active and veteran military personnel.
- **Planning Commission** – Five (5) positions. The Commission acts in an advisory capacity to the City Council on all matters pertaining to community development.

**NOTE:** To be considered, you must be a South El Monte resident providing proof of residence, including a driver's license and a utility bill along with the application. Appointment to a commission is contingent upon the clearance of the Live Scan and sufficient proof of residence. Once appointed, the City Clerk's Office will contact you regarding the Live Scan. City employees are not eligible to serve on commissions.

Commission applications may be obtained Monday through Thursday, 7:00 a.m. to 5:30 p.m., at the Reception Desk, City Hall, 1415 Santa Anita Avenue, South El Monte or on the city's website at <https://www.cityofsouthelmonte.org/241/City-Commissions>. **Electronic applications will not be accepted.** Return application either by mail or drop off to Reception Desk at City Hall.

For further information regarding applications or Live Scan, please contact the City Clerk's office at (626) 579-6540.

Posted: November 6, 2025



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## APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and complete a Live Scan prior to appointment. City of South El Monte employees are **not** eligible to serve as a member on a commission.

Mark which Commission(s) you wish to serve on:

- ( ) Advancement for Women and Girls Commission
- ( ) Community Services Commission
- ( ) Homeless Commission
- ( ) Patriotic Commission
- ( ) Planning Commission

### PERSONAL INFORMATION *Please print:*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Years in South El Monte: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer's Address: \_\_\_\_\_

### EDUCATION/TRAINING

High School:

Name/Location	Highest Grade Completed
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University, College, Trade School, or Other:

Name/Location	Major/Degree
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**LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON**

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**PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO**

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Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? \_\_\_\_\_

Would your personal or business activities conflict with you serving as a commissioner? \_\_\_\_\_ If yes, please explain:

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Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

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## **IMPORTANT**

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial, criminal prosecution, or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk  
1415 Santa Anita Avenue  
South El Monte, CA 91733  
(626) 579-6540

The City Clerk's Office will contact you regarding the Live Scan.