



# CONNECTICUT Policy and Management

## CERTIFIED CONNECTICUT MUNICIPAL ASSESSOR

### (CCMA) Member Background

### Information Questionnaire

### Section 12- 40a Connecticut General Statutes

Instructions:

1. Please attach your current resume. No application is complete without a resume.
2. Please type or print your responses.
3. This form must be signed and dated.
4. If more space is required to fully explain your answer, please attach additional sheets.
5. If you have questions, please contact our office at 860.418.6355.
6. Please return by email to: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov)

### Volunteer Information

Position You Are Volunteering for: **Certified Connecticut Municipal Assessor Committee Member** Term: **11/12/2024 to 11/11/2030**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

CCMA Certification #: \_\_\_\_\_ Expiration \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Home / Cell Phone: \_\_\_\_\_ Home Email \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email \_\_\_\_\_

Municipality Representing: \_\_\_\_\_

Municipality Population: \_\_\_\_\_

Have you served on a State of Connecticut board or commission before? YES NO If yes, when? \_\_\_\_\_

Please describe:

\_\_\_\_\_

## Experience

Describe how you would have demonstrated competence in Connecticut assessor practices.

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three references (list company only if applicable).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Branch / Reserve: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, please explain: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

### Memberships and Affiliations

Please list any civic, fraternal, or community organizations that you are currently a member of:

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### Background and Ethics Questions

1. Are you a registered lobbyist or have you been within the past five (5) years?

YES NO  
  If yes, please describe:

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2. Have you ever run for political office, served on a political committee or been identified publicly with a particular political organization, candidate or ballot issue?

YES NO  
  If yes, please describe:

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3. Are you currently under federal, state or local investigation for possible violation of a criminal law or ordinance?

YES NO  
  If yes, please describe:

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4. Have you been publicly identified, in person or by virtue of an organizational association, with a particularly controversial national, state or local issue?

YES NO  
  If yes, please describe:

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5. Have you ever written any books or articles?

YES NO  
  If yes, please describe:

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6. Have you ever had any association with a person, group or business venture that could be used, even unfairly, to impugn or question your character and qualifications for the requested appointment?

YES NO  
  If yes, please describe:

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7. Do you know anyone who might take any steps, overtly or covertly, to oppose your appointment?

YES NO  
  If yes, please describe:

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8. Have you ever been arrested or convicted of any violation of the law?

YES NO  
  If yes, please describe:

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9. Have you received any traffic citations or been involved in any traffic accidents, in the past ten (10) years? (excluding parking infractions)

YES NO  
  If yes, please describe:

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10. Are you, your spouse, or any business with which either of you are associated, the subject of a pending or past criminal investigation by a law enforcement or regulatory agency or the Internal Revenue Service?

YES NO  
  If yes, please describe:

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11. Have there been any investigations, disciplines or actions taken against you for a breach of ethics or unprofessional conduct?

YES NO  
  If yes, please describe:

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12. Are you currently in arrears on any court-ordered child support payments?

YES NO  
  If yes, please describe:

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13. Have you ever been assessed a penalty for failure to file a timely federal or state personal income tax return or for failure to pay taxes owed?

YES NO  
  If yes, please describe:

14. Are you or your spouse in arrears on any federal, state or local taxes?

YES NO  
  If yes, please describe:

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15. Are you currently the subject of any tax audit?

YES NO  
  If yes, please describe:

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16. Within the past three (3) years, has any business venture for which you were a person responsible for remitting withholding taxes or sales taxes failed to pay such taxes in a timely manner?

YES NO  
  If yes, please describe:

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17. Do you have any current outstanding debts over \$10,000 (other than residential mortgages, loans against life insurance policies, pension and profit sharing plan loans and education loans)?

YES NO  
  If yes, please describe:

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18. Do you have any outstanding judgment, liens or garnishments against you currently or in the last ten (10) years?

YES NO  
  If yes, please describe:

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19. Are you presently, or were you within the past ten (10) years, in default of any financial obligations?

YES NO  
  If yes, please describe:

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20. Have you entered into any lease or contract with the State of Connecticut or any State of Connecticut agency or instrumentality within the past five (5) years?

YES NO  
  If yes, please describe:

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21. Within the past five (5) years have you applied for any license, permit or certification (excluding drivers license, hunting, boating, or fishing licenses) issued by the State of Connecticut or any State of Connecticut agency or instrumentality? Do you expect to apply for such a license, permit or certificate within the next five (5) years?

YES NO  
  If yes, please describe:

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22. Has any disciplinary action ever been taken against you in your employment?

YES NO  
  If yes, please describe:

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23. Have you ever been discharged or asked to resign from your employment (do not include layoffs or buyouts unless they were connected to expected or initiated disciplinary actions or investigations)?

YES      NO  
            If yes, please describe:

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24. Are there any nonconsensual liens or attachments against any of your properties?

YES      NO  
            If yes, please describe:

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25. Is there anything in the past involving you or any member of your immediate family which would be a source of embarrassment if it were to become public?

YES      NO  
            If yes, please describe:

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**Signature**

*I certify under penalty of perjury under the law of Connecticut that all of the answers and statements on this form are true, complete and correct to the best of my knowledge and are made in good faith.*

*If this application leads to selection for membership on a board, commission, or other body, I understand that false or misleading information in my application or interview may result in my removal.*

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

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