

How to Apply

Thank you for your interest in serving on a City of Prescott Board, Commission or Committee. This new web portal allows you to explore our Boards, Commissions and Committees, see upcoming vacancies and apply online. The below instructions will walk you through the online process, applications may also still be submitted to the city Clerk's Office via email or regular mail if you prefer.

1. To apply for an advertised vacancy – Begin by choosing the tab “Boards +”

*****Please note: If you have not already created a user account for the portal, when you select “Apply Now”, and are directed to the Meeting Portal Sign-In Page select “Sign up for an Account” and you will be prompted to create a username and password. If you already have a user account, your application will be pre-filled with your name and the Board, Commission or Committee for which you wish to apply*****

2. Once at the “Boards +” Page – Select “Apply for Vacant Positions”
3. Once you have selected the Board, Commission or Committee for which you would like to apply, click “Apply” beside the position

*****You may apply for up to six (6) Boards, Commissions or Committees that are of interest to you*****

4. After you have selected “Apply” beside all of the positions for which you wish to submit an application, scroll back to the top of the page and select “Apply Now”. You will then be directed to either login or create an account
5. Please complete the application
6. You may upload a resume, attach letters of reference or any other relevant documents

*****Please note: Fields marked with “*” are required. You will not be able to submit your application unless all required fields are completed*****

7. If you have completed all required fields and are ready to submit, click “Submit Application”, or click “Save as Draft” if you wish to finish and submit at a later date
8. Once you have submitted your application you will receive an email notifying you that your application has been created