

## TOOL – APPLICATION FORM TEMPLATE

### BASIC ELEMENTS

Using Smartsheet or another survey- or form-creation tool approved by your agency, create an online application form that includes the following elements:

- [TEXT] Workgroup Description including:
  - Authorizing legislation or executive action, if any
  - Detailed description of subject matter
  - Deliverables or desired outcomes
  - Meeting duration and frequency, average number of hours of work per month
  - Overall timeline and important deadlines
  - Travel or other expectations of workgroup members
- [TEXT] Disclose whether compensation will be offered to workgroup members and at what rate. Specify whether compensation is offered to all members, or only those with lived experience and/or of low-income status.
- [TEXT] Description of desired professional, academic, and lived experience that would be required for participation in this workgroup.
- [TEXT] Disclaimer: this application, like all written communication with your state and local government, is subject to Public Disclosure. That means that if a member of the public requests to see this application, it would be available to them. Please keep that in mind as you fill out this application.
- [AFFIRMATION CHECKBOX or YES/NO QUESTION] Ask applicants to attest that they have at least one of the desired experience-sets described above that are relevant for this workgroup.
  - *Note – it is important not to separate these out into separate check-box fields so that the data collected in this form does not identify any specific applicant with potentially stigmatized lived-experience. Instead, describe all of the types of experience that would make someone a good candidate for the role, and have one checkbox so that they can attest that they read the description and fit at least some (if not all) of the desired criteria for members. You can find out more details about their qualifications during the interview process to avoid collecting potentially sensitive information in writing.*
- [SHORT ANSWER] Name
- [SHORT ANSWER] Pronouns

- [SHORT ANSWER] Email
- [SHORT ANSWER] Phone
- [SHORT ANSWER] Preferred method of contact (Text Message, Email, or Phone Call)
- [MULTIPLE CHOICE/SELECT ALL THAT APPLY] What is your connection to State Government?  
(Choose all that apply)
  - I currently work for the State of Washington
  - I used to work for the State of Washington
  - I have never worked for the State of Washington in any capacity
- [TEXT] Describe the next steps for applicants including
  - When can applicants expect a follow-up interview to be scheduled
  - Form of interview (virtual, zoom, etc.) and affirmation that they will be able to make any language translation, ASL, CART, or other accommodation requests in advance of the interview
  - What the timeline for selecting members will be
  - Name and contact information of agency staff managing the workgroup

### ADDITIONAL QUESTIONS

If you want to ask additional questions to gain a more in-depth understanding of your candidates, try to ask questions that will help you understand their motivation, subject matter knowledge, and do *without* pressuring applicants to disclose sensitive personal information on the form. Below are some examples of additional questions you may want to ask or take inspiration from.

*Note: Because information submitted on applications may be subject to public disclosure, carefully consider whether information is too sensitive to request in writing (for example immigration status).*

- [LONG ANSWER] How do you define {enter workgroup topic here}?
  - *Ex: For a workgroup regarding working conditions you might ask “How do you define ‘fair labor standards’ and ‘workplace safety’?”*
- [LONG ANSWER] How familiar are you with state-level policies in this subject area?
- [LONG ANSWER] Tell us about a time when you collaborated or organized with others; how did you do it, and what was the outcome?



- [LONG ANSWER] Do you have any previous experience serving on a board, workgroup, commission, taskforce, or advocacy group like this one (whether a government group or with a nonprofit or community organization)?