



Commonwealth of Massachusetts

Application for Inspector General

Application for Appointment to be made jointly by the three appointing authorities: the Governor, Attorney General, and State Auditor

Thank you for your interest in the position of Inspector General.¹

This application should be used to apply for the appointment to be made by the three appointing authorities: the Governor, Attorney General, and State Auditor.

This application may be downloaded from the website of the Massachusetts Governor (www.mass.gov/governor), Attorney General (www.mass.gov/ago) or State Auditor (www.mass.gov/sao). Please download the application and key in your responses, keeping the language of the questions intact and responding sequentially.

Please submit by May 11, 2012 the required number of signed, double-sided originals of your completed application by hand, U.S. mail, or overnight delivery to the three appointing authorities, labeling the outside of your package, "Application for Inspector General."²

Please submit two (2) originals to:

Office of the Governor
c/o William "Mo" Cowan
Massachusetts State House, Room 280
Boston, MA 02133
Re: Application for Inspector General;

¹ The Office of the Inspector General was established by St. 1980, c. 388, § 1 and codified at G.L. c. 12A, § 2.

² If you have any questions about this application, please call Edward Bedrosian, Jr. at the Attorney General's office at 617-727-2200.

submit two (2) originals to:

Office of the Attorney General
c/o Edward R. Bedrosian, Jr.
One Ashburton Place, 18th floor
Boston, MA 02108
Re: Application for Inspector General;

and submit two (2) originals to:

Office of the State Auditor
c/o Yvonne Ruprecht
One Ashburton Place, Room 1819
Boston, MA 02108
Re: Application for Inspector General.

Please do not reveal the identity of any of the three people submitting written recommendations under separate seal pursuant to question 64, or the names of any of the people who can provide additional references. However, such names may be supplied as verifiers of specific elements of your application.

It is the policy of the Commonwealth of Massachusetts to afford equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability, or gender.

I. Personal Information.

1. Full name: _____

2. Have you ever used or been known by any other name?

Yes No

If your answer is yes, please identify: _____

3. Residential Address: _____

4. Telephone numbers: (a) Home: _____
(b) Work: _____
(c) Cell: _____

5. E-mail address: (a) Home: _____
(b) Work: _____

6. Please indicate which phone number, e-mail, and mailing address you prefer the appointing authorities to use by placing an asterisk (*) next to it.

7. Social Security Number (last 4 digits): XXX-XX-_____ [I understand I may be asked to supply the remaining digits and I agree to supply the same.]
8. Date of birth: _____ Place of birth: _____
9. Current Employment:
- a. Employer's Name: _____
 - b. Office Address: _____
 - c. Office Telephone Number: _____
 - d. Nature of Business: _____
 - e. Title: _____
10. Spouse/Domestic Partner's Full Name: _____
11. Spouse/Domestic Partner's Maiden/Birth Name: _____
12. Spouse/Domestic Partner's Current Employment:
- a. Employer's Name: _____
 - b. Office Address: _____
 - c. Office Telephone Number: _____
 - d. Nature of Business: _____
 - e. Title: _____
13. Are you currently a permanent Massachusetts resident?
- Yes No
14. Are you legally authorized to work in the United States?
- Yes No
15. Have you ever been found to have committed a violation of state ethics laws? If your answer is yes, please provide details.
- Yes No
16. By law, the Inspector General may not hold or be a candidate for any elected office, nor may he or she hold office in any political party or political committee. Do you currently hold (or are you a candidate for) such office or serve as such an official?
- Yes No

If appointed Inspector General, will you withdraw your candidacy, resign office and/or not serve as an official in a political party or political committee?

Yes No

II. Educational History.

17. Please (i) list all high schools, colleges, and graduate schools that you have attended, the name you used while attending each institution, dates attended, and degrees conferred; and (ii) describe honors or awards received, and describe any significant activities and any offices or leadership positions held.
18. Have you ever been dismissed from an institute of higher learning? If your answer is yes, please provide details.
19. Have you ever withdrawn from an institute of higher learning in order to avoid dismissal due to alleged or actual misconduct? If your answer is yes, please provide details.

III. Employment History.

20. In chronological order, please list the full name of each of your prior employers (exclusive of employment during school years) and their respective addresses, the start and end dates of your employment, and the positions you held. Under each prior employer's listing, briefly describe the nature of (i) that employer's business; (ii) your position within that business; and (iii) your responsibilities. Provide the name, along with the current address, telephone number, and e-mail address ("contact information") of a person, preferably your supervisor, who can verify your employment with that employer. Please include any military service in your answer.
21. Have you ever been discharged, exclusive of lay-off, from employment from any position listed in question 20 (including from the military, under Other than Honorable conditions) for any reason or have you ever resigned after being informed that your employer intended to discharge you? If your answer is yes, please explain.
22. Do you have any professional licenses or registrations? If your answer is yes, please identify all licenses and registrations, including the numbers, licensing authorities, and status.
23. Please list any professional or trade associations or organizations in which you are a member, indicating whether you hold any office in the organization.
24. Please describe three specific examples from your employment history that demonstrate how your experience and skill set best qualify you for appointment as Inspector General.

IV. Activities.

25. Please list any activities or organizations outside of employment in which you have significantly participated over the course of your career and the dates of your involvement. Describe the nature of each organization's mission, your role, and any major accomplishments to which you contributed. Provide the name and contact information of a person who has knowledge of your involvement.
26. List any courses or programs that you have taught or at which you have lectured and include the date, course title, and nature of your involvement. Provide the name and contact information of an individual involved in the course or program.
27. List the titles of all publications that you have authored or co-authored throughout your career and provide the citations, dates of publication, and names of any co-authors.
28. Please list all organizations of which you are a member that actively lobby public bodies.
29. If you currently belong, or have ever belonged to any organization that discriminates or limits membership on the basis of race, gender, ethnicity, sexual orientation, national origin or religion, please provide the name of each such organization and describe its membership policy.
30. Please describe how your participation in the activities described in section IV may influence how you would fulfill your responsibilities as Inspector General.

V. Questions Specific to Appointment as Inspector General.

31. What are your reasons for interest in the position of Inspector General?
32. Briefly describe your ability and experience in each of the following: accounting, auditing, financial analysis, law, management analysis, public administration, investigation and criminal justice administration.
33. Briefly describe your experience and/or most significant accomplishments in each of the following areas from any position which you have held:
 - a. Strategic planning/direction, team/organization building, and quality performance/assessment.
 - b. Prevention and detection of fraud, waste and abuse in the expenditure of public or private funds.
 - c. Legal affairs, legislative and public policy, and criminal and financial investigations.

- 34. Describe your management experience leading an organization; managing budget and staff; and working with elected and non-elected officials, other government organizations and the community.
- 35. Focusing on the last several years, list high priority projects, programs or services on which you have worked.
- 36. Briefly describe an ethical challenge you faced and how you handled it.
- 37. What do you believe should be the vision of the Office of the Inspector General and how would you set out to achieve its goals?
- 38. What are the attributes or qualities you believe should be given the greatest weight in evaluating applicants for Inspector General, and how do you assess yourself in terms of those attributes?

VI. Conduct.

- 39. Have you or your spouse/domestic partner ever been a party to or been involved in any legal proceedings? If your answer is yes, please provide the details and include all bankruptcies as well as proceedings in which you or your spouse/domestic partner was a party in interest or a witness, or any grand jury proceeding in which you or your spouse/domestic partner was a subject or a witness. You do not need to include proceedings in which you or your spouse/domestic partner served as a guardian ad litem, executor, or administrator.
- 40. Have you or your spouse/domestic partner ever been found in violation of any court order or been held in contempt of court or been sanctioned in excess of \$1,000 by any court? If your answer is yes, please provide the details, including case number(s) and court(s).
- 41. Are there any unsatisfied judgments against you or your spouse/domestic partner? If your answer is yes, please provide the details, including the court(s) that rendered the judgment, the docket number, the date, the amount of the judgment, and the circumstances on which the claim was based.
- 42. Have you ever filed a Statement of Financial Interests (SFI) with the State Ethics Commission?

Yes No

If your answer is "yes," please state the year(s) that you filed a SFI with the State Ethics Commission.

43. Has the State Ethics Commission ever brought an action against you? If your answer is yes, please explain in detail.

VII. Financial and Business Standing.

44. Are you and/or is an immediate family member³ associated as an employee, partner, sole proprietor, officer, director, or in any other similar managerial capacity, whether compensated or uncompensated, whether full or part-time, in any business? If so, please provide the name and address of the business, and the nature of your or your immediate family member's association with it.

45. Do you and/or does an immediate family member own any equity in any business? If so, please provide the name and address of your or your immediate family member's percentage of equity in the business.

46. Please identify any real property in Massachusetts, including your current residence, if applicable, with an assessed value in excess of \$1,000, in which you and/or an immediate family member held an equitable or financial interest, including a mortgage interest, as of December 31, 2011. Provide the address, description of the property, persons holding an interest, and the assessed value.

Property Address	Description	Party with Interest	Assessed Value

47. If you and/or an immediate family member had a beneficial ownership interest or served as a trustee of a realty trust as of December 31, 2011, please identify the date the trust was created, the names of the grantor(s), trustee(s), and beneficiaries, and percentage of equity owned. If the assets include real property, please provide the address of the property held in trust, a description of the property, the name of the record owner, and the assessed value.

Property Address	Description	Record Owner	Assessed Value

48. Please identify the name and address of each creditor to whom you owe more than \$1,000, except if the creditor is a relative within the third degree of consanguinity or affinity, or except if the debt is for a mortgage on your primary residence, indicating the original amount, the amount outstanding, the terms of repayment, and the nature of security pledged for each such obligation.

Creditor	Loan #	Original Balance	Current Balance	Purpose	Joint Debtor

³ For purposes of this application, "immediate family member" means the applicant and his or her spouse/domestic partner, and dependent children.

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49. Have you and your spouse/domestic partner timely filed all required state and federal tax returns in each year for the past 10 years? If your answer is no, please explain.
 50. Are there any state or federal tax liabilities outstanding against you at this time? If your answer is yes, please explain in detail.
 51. Have you ever been audited by state or federal tax authorities? If your answer is yes, please provide the dates of such audit(s) and the outcome in detail.
 52. Have federal, state, or local authorities ever instituted a tax lien or other collection procedure against you or your spouse/domestic partner? If your answer is yes, please provide the details, including case numbers and court.
 53. Has there ever been a judicial or non-judicial foreclosure against property you own or jointly own with others, including property held in a real estate trust or other legal entity in which you own an interest? If your answer is yes, please describe in detail the circumstances and outcomes.
 54. Have you ever made an assignment for the benefit of creditors? Has any petition in bankruptcy ever been filed by you or your spouse/domestic partner? If your answer is yes, please state the circumstance, docket number, and outcome.
 55. Please identify, with particularity, every entity and security in which you or an immediate family member has an interest, financial or otherwise.
 56. If you are now, or have been within the last two (2) years, the Chief Executive Officer or Chairperson of a business entity, or if you own more than 10% of a company, partnership, joint venture or joint enterprise, please identify such entities, provide their tax identifications and addresses, your title, and the percentage of your ownership.

VIII. Potential Conflicts of Interest.

57. Please list the names of all immediate family members as well as persons related to immediate family members by marriage who serve as employees or elected officials of the Commonwealth, including independent state authorities, counties, cities and towns and other instrumentalities thereof, whether compensated or uncompensated, whether full or part-time, and include in your answer their position and supervisor.
58. Do you, or does any business that employs you or with which you are affiliated, currently do business with the state or any unit of state government, or have a financial interest in a contract with the state or any unit of state government? If your answer is yes, please explain.

59. Are you, or is any business that employs you or with which you are affiliated, currently seeking to do business with the state or any unit of state government? If your answer is yes, please explain.
60. Do you, or does any individual or business that you represent or with which you are affiliated, currently have any business, hearings, complaints, claims, or any other matters pending before any state agency, board, commission, authority, or any other unit of state government?
61. Have you had any interactions with the state within the past seven (7) years that fall within the scope of questions 57-60, above? If your answer is yes, please explain in detail.
62. Are you currently receiving or have you accrued any credit toward receiving a pension through the Commonwealth's retirement system? If your answer is yes, please summarize your pension account.
63. In the interest of full disclosure, is there any other information which the Governor, Attorney General, or State Auditor should know about you and/or any immediate or related family members that might reflect adversely on your personal or professional background and qualifications or otherwise have an impact on your ability to serve as Inspector General? If your answer is yes, please explain.

IX. References.

64. Please provide three (3) written, original recommendations. At least two of the three written recommendations must address your professional experience and qualifications. At least one of the letters must reflect -- based on personal knowledge -- your reputation for good character, honesty, and integrity. Those making the recommendations should include contact information, and none may be family members or relatives.

CERTIFICATION AND WAIVER

I hereby swear or affirm under penalties of perjury that the information provided within this application is true and complete to the best of my knowledge and belief, and that I am a citizen of the United States.

I waive any privilege of confidentiality I may have with respect to information concerning my qualifications for Inspector General that the appointing authorities may desire to obtain. I specifically authorize the appointing authorities to obtain and examine my personnel files from current and past employers, and to obtain information, records, and documents regarding me from any credit reporting agency, any law enforcement agency, the Department of Revenue, any bar association or licensing authority, any occupational licensing board, any educational institution, or any disciplinary body, including specifically the Board of Bar Overseers. I further authorize these institutions, organizations, and individuals, and any other institutions, organizations and individuals to make available to the appointing authorities all confidential and non-confidential documents, records and information concerning me that the appointing authorities may request.

I understand the submission of this application expresses my willingness to accept the appointment as Inspector General, if tendered by the appointing authorities, and further, my willingness to abide by Conflict of Interest laws, G.L. c. 268A and 268B, if appointed.

Date

Signature of Applicant

Print Name