

Interactive Web Forms Information Sheet

Overview

Forms have always been an important tool for interacting with Town government and the Internet has become a primary means of access to forms. Frequently-used printable and electronic submission forms are available from the [Forms portal page](#) on the [Town of Enfield web site](#).

To enhance customer service and to make the filling out of forms more user-friendly, the following forms were made interactive and the completed applications are automatically delivered to the correct office via e-mail: Application for Vacancy on Boards, Agencies & Commissions; Coaching Application; and Summer/Temporary Employment application.

The following forms were made interactive and are printed on the user's printer for signature and mailing: Adopt-A-Spot Agreement, Adopt-A-Spot Checklist, Adopt-A-Spot Contract and the Fire Department Volunteer Application.

The Library, working with the IT Department and the Town's content management provider, has made the following forms available to be filled out on-line and e-mailed to the action person: Ask A Question, Book Chat: Afternoon, Book Chat: Evening, Comment, Exhibits Collections, Know It All, Reservations Please and Teacher Page.

Highlights

- Addition of new interactive forms to the [Town of Enfield web site](#) provide access to Town Services round-the-clock from any Internet connection
- Automated delivery of completed forms to correct office
- Online Applications for Vacancy on Boards, Agencies & Commissions, Coaching and Summer/Temporary employment
- New "complete, print and sign" forms for Adopt-A-Spot and Fire Department Volunteers available
- Eight new interactive Library forms for greater access to Library programs and services

Interaction with Other Systems

- Town of Enfield E-Mail System
- Town of Enfield Content Management System

Project Details

- Project#: 07-4219
- Finalization/Delivery Date: April 26, 2007

The screenshot shows a web form titled "Application for Vacancy on Boards, Agencies & Commissions". It includes several input fields and options:

- Date:** A text box containing "05/08/2007".
- Name:** A text box.
- Address:** A text box.
- Telephone No. (Home):** A text box.
- (Work):** A text box.
- Occupation:** A text box.
- E-Mail:** A text box.
- Registered Voter:** Radio buttons for "Yes" and "No".
- Party Affiliation:** A dropdown menu with "Unaffiliated" selected.
- Board/Commission/Agency Interested in:** A dropdown menu with the text "->Select a Board, Commission or Agency<-".
- Appointment Type:** Radio buttons for "New Appointment" and "Reappointment".
- Qualifications:** A text area with the prompt "Please outline your qualifications and how you feel you would contribute to the committee or commission:".