



Borough of Kutztown

Appointed Official Application

TO APPLICANT: We deeply appreciate your interest in the Borough of Kutztown. Thank you for taking the time to complete this application.

(PLEASE PRINT PLAINLY)

PERSONAL

Date _____

Name _____
Last First Middle

Social Security No. _____ Telephone No. _____

Address _____
No. Street City State Zip

Position applied for _____

Have you previously served the Borough in any capacity? Yes ___ No ___ If yes, when? _____ and what capacity? _____

Are there any other related experiences, skills, or qualifications which will be of special benefit to the Borough?

Give a brief narrative of your interest in serving the Borough.

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From Mo.-Yr.	To Mo.-Yr.	Reason for Leaving	Name of Supervisor
	Describe the work you did:			
Telephone				

Name and Address of Company and Type of Business	From Mo.-Yr.	To Mo.-Yr.	Reason for Leaving	Name of Supervisor
	Describe the work you did:			
Telephone				

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Telephone				

Name and Address of Company and Type of Business	From Mo.-Yr.	To Mo.-Yr.	Reason for Leaving	Name of Supervisor
	Describe the work you did:			
Telephone				

RECORD OF EDUCATION

School	Name & Address of School	Course of Study	Circle last year Completed	Did You Graduate?	List Diploma or Degree
Elementary		X	5 6 7 8	Yes ___ No ___	X
High			1 2 3 4	Yes ___ No ___	
College			1 2 3 4	Yes ___ No ___	
Other (Specify)			1 2 3 4	Yes ___ No ___	

PERSONAL REFERENCES (Not Former Employees or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes ___ No ___

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes ___ No ___

If yes, what is the best time to call? _____

ADDITIONAL COMMENTS

Signature of Applicant

APPLICANT - Do not write on this page

FOR INTERVIEWER'S USE

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK

*Position Number	RESULTS OF REFERENCE CHECK
I	
II	
III	
IV	

***See Page 2**
