



# 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

Address \_\_\_\_\_  
No. Street City State Zip

Telephone Nos. \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Email Address: \_\_\_\_\_

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?

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

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## 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
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Telephone				

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	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		<b>X</b>	5 6 7 8	Yes ___ No ___	<b>X</b>
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

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\_\_\_\_\_  
Signature of Applicant

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**APPLICANT - Do not write on this page**

**FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

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**REFERENCE CHECK**

*Position Number	RESULTS OF REFERENCE CHECK
I	
II	
III	
IV	

**\*See Page 2**

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