BOROUGH OF KUTZTOWN
45 RAILROAD STREET
KUTZTOWN, PA 19530
APPLICATION OF EMPLOYMENT

It is the policy of the Borough of Kutztown to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

_____
First Name   Middle Initial   Last Name

Current Address:

_____
Street and Apt. #   City   State   Zip Code

Permanent Address (if different from above):

_____
Street and Apt. #   City   State   Zip Code

Telephone: _____   E-mail:_____

If available during daytime hours, when and where can we call you? _____

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:
Yes   No

If applicable, please list your work visa type, work visa # and expiration: _____

Have you ever served in the U.S. Military?   **Yes   No**
If yes, please provide the following information:
Branch of Service: _____ Rank at time of separation: _____
I served from _____ to _____.
Did you receive an honorable discharge?   **Yes   No**
Please attach a copy of your discharge, including the DD214.
A dishonorable discharge does not automatically preclude you from further consideration for this position.

Were you previously employed by the Borough of Kutztown?   **Yes   No**
If yes, when? _____

Last Name: _____ First Name: _____ Middle Initial: _____

POSITION INFORMATION :

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends?   **Yes**   **No**

Are you willing to travel for the job?   **Yes**   **No**

When would you be able to start? _____

Desired salary: _____ per _____

Skills/Special Training/Certifications

Please describe any skills/training/certifications you have in the following areas:

Computer:
_____
_____
_____

Languages Spoken (other than English):
_____

Other:
_____
_____
_____

PERSONAL REFERENCES : (Not former employers or relatives)

Name and Occupation	Address	Phone Number

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date** _____

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY : **Please use blank sheet for additional employment.**

Present or Most Recent Employer

Employer: _____   **Phone No.:**_____

Address: _____

Position:_____   **Salary/Wage:** _____

Duties: _____

Dates of Employment: _____   **Supervisor:**_____

May we contact?   Yes   No

**Reasons for
Leaving:**_____
_____
_____

Prior Employer

Employer: _____   **Phone No.:**_____

Address: _____

Position:_____   **Salary/Wage:** _____

Duties: _____

Dates of Employment: _____   **Supervisor:**_____

May we contact?   Yes   No

**Reasons for
Leaving:**_____
_____
_____

Prior Employer

Employer: _____   **Phone No.:**_____

Address: _____

Position:_____   **Salary/Wage:** _____

Duties: _____

Dates of Employment: _____   **Supervisor:**_____

May we contact?   Yes   No

**Reasons for
Leaving:**_____
_____
_____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

_____
Name and Address

Did you graduate? ☐ Yes ☐ No   Attended from _____ to _____.

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards:_____

Technical or Vocational School

_____
Name and Address

Did you graduate? ☐ Yes ☐ No   Attended from _____ to _____.

Degree or Certification:_____   Specialty: _____

Special honors or awards:_____

College or University

_____
Name and Address

Did you graduate? ☐ Yes ☐ No   Attended from _____ to _____.

Degree:_____   Major: _____

Special honors or awards:_____

College or University

_____
Name and Address

Did you graduate? ☐ Yes ☐ No   Attended from _____ to _____.

Degree: _____   Major: _____

Special honors or awards:_____