

CIVIL SERVICE BOARD

CITY OF BETHLEHEM, PENNSYLVANIA

APPLICANT'S NAME:

ADDRESS:

VOUCHERS AND CERTIFICATES

DIRECTIONS — Two persons must vouch for the character of the applicant. They should be well acquainted with the applicant, have known him/her for at least one year, and may not be relatives of applicant. They should be persons of good character and standing.

EACH of the undersigned respectfully represents to the CIVIL SERVICE BOARD of the City of Bethlehem, that he/she knows the applicant personally and knows the applicant to be a person of good moral character and sober and industrious habits; that he/she has never known the applicant to be convicted of any criminal act; and each of the undersigned further says that he/she consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he/she may possess to the said CIVIL SERVICE BOARD.

VOUCHER No.1 (To be filled out by the person who signs it.)

I, the undersigned, hereby certify upon my honor that I am more than twenty-one years of age; and that by occupation a _____; and that I am personally well acquainted with the applicant; that all statements made by me in this voucher are in my own handwriting; that I have carefully read the answers of the applicant to the questions contained in the application, and that they are true to the best of my knowledge and belief; that I consent that this certificate may be made public, and that I am willing to furnish to the CIVIL SERVICE BOARD any other information I may possess concerning this applicant.

QUESTIONS	ANSWERS	QUESTIONS	ANSWERS
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____		PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____	

VOUCHER No.2 (To be filled out by the person who signs it.)

I, the undersigned, hereby certify upon my honor that I am more than twenty-one years of age; and that by occupation a _____; and that I am personally well acquainted with the applicant; that all statements made by me in this voucher are in my own handwriting; that I have carefully read the answers of the applicant to the questions contained in the application, and that they are true to the best of my knowledge and belief; that I consent that this certificate may be made public, and that I am willing to furnish to the CIVIL SERVICE BOARD any other information I may possess concerning this applicant.

QUESTIONS	ANSWERS	QUESTIONS	ANSWERS
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____		PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____	

THIS OATH MUST BE TAKEN (at the expense of the applicant) BEFORE A NOTARY PUBLIC, ALDERMAN OR OTHER PERSON COMPETENT TO ADMINISTER OATHS

State of

County of

Sworn, or affirmed, and subscribed to before me this

..... day of

A.D.

.....
Title of Officer administering Oath

The subscriber, (Applicant shall sign below),

.....
Having personally appeared before me and having been duly sworn or affirmed according to law, deposes and says that the several statements contained in the application are true and correct to the best of his knowledge and belief, and that the statement of the vouchers were made by the persons signing the same.