



February 9, 2012

Dear Sir/Madam:

Thank you for your interest in the Licensed Town Guides. We are very excited about this program. It has grown in our five years of existence and we are striving to make it better every year! The quality and professionalism we hope to bring to our tours has become our hallmark and our standard. That is why our process for licensing mirrors that of our fellow battlefield guides. We hope to achieve that level of distinction and reputation in our own program. For that reason, the process to become licensed is a difficult one. The written exam is not for the faint of heart and very few people pass the oral exam on their first try. This is not to discourage you, only to let you know up front that you must be committed to this program in order to succeed just as with the battlefield guide program.

Included in your application packet is the application form. Please fill this form out **completely** and send it back along with your application fee of \$50 by the October 31, 2012 deadline. Checks should be made out to **Assoc. of Licensed Town Guides**. All information is strictly confidential. When your completed application and entry fee are received, a place will be reserved for you at the exam.

Some other pertinent information you may want to know about the test:

1. The test will be given on **Saturday, November 10, 2010 at 9:00 am** at the Lutheran Theological Seminary, Valentine Hall. The room assignment will be sent to you when it is confirmed. The exam will begin promptly at 9 am.
2. The test's format will be a combination of approximately 100-150 objective questions (short answer, matching, fill in the blank), and three essay questions. The test will cover not only the town's history and its citizens but also general knowledge of the Battle of Gettysburg and the Civil War as it pertains to the town. You will have three hours to complete the exam and the exam will end promptly at 12 pm.
3. "Passing" the written test will be determined by the top 10 scores since the number of town guides we hope to license in this coming season is approximately 5-7. A minimum score of 90% must be attained for consideration. We will maintain a list of candidates to add guides if the need arises.

4. The application and the fee (\$50.00 non-refundable)) must be received by the October 31st deadline or the candidate will NOT be allowed to sit for the examination. **All materials will be provided to the examinees.** Do not bring anything with you to the exam.

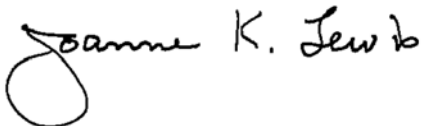
5. Those candidates who pass the written exam will be invited to attend a training seminar to be held on Saturday, December 8, 2012. Although this seminar is not mandatory, it is meant to prepare the candidate for the oral examination and for guiding in general and every effort should be made to attend.

Some things to consider before you begin the process to become licensed:

- Licensed Town Guides will be employed by Main Street Gettysburg on an independent contractor basis and are paid on a per tour basis. Main Street retains 20% of the fee for administration purposes. Tips are your own. We are paid approximately every two weeks.
- There are NO benefits (Health Ins., vacation pay, etc.) provided by Main Street.
- All taxes are the sole responsibility of the Licensed Town Guide.
- The success of the town guide program depends on the visitors we serve.
- Due to seasonal fluctuation in visitation, inclement weather, and other variables guiding is **not** a job that pays well nor is it something to make a living on. You do this because you love telling the town history to visitors and enjoy meeting people from all over the country not because of financial compensation! This however does not mean that you don't have to make a commitment to the program. The success of the program depends very much on that commitment as we are a growing business.
- The town guides are a group-we operate as a team even though we are considered to be independent contractors. This is a knowledgeable and talented group of people. Part of the reward of this "job" is the camaraderie of the people we spend so much time with and learn so much from. You will be required to follow the procedures and guidelines of the group and to meet minimum requirements to maintain licensing.

Thank you again for your interest in this very exciting program. If you have any questions or concerns, please do not hesitate to call me at 412/817-8989 or email me at Joanne1863@aol.com.

Sincerely,

A handwritten signature in black ink that reads "Joanne K. Lewis". The signature is written in a cursive style with a large, looping initial "J".

Joanne K. Lewis
Licensed Town Guide Coordinator



APPLICATION FOR LICENSE TOWN GUIDE
MAIN STREET GETTYSBURG
116 Baltimore Street
Gettysburg, Pennsylvania 17325

Last Name _____ First Name _____ MI _____

Address: _____

Telephone _____ Email _____

Date of Birth: _____ Social Security Number: _____

Do you have any physical handicaps, chronic diseases or other disabilities which could affect you employment as a Licensed Town Guide?

Yes _____ No _____

If your answer is YES, indicate the type and extent of your handicap or disease and any compensating or mitigating factors to be considered:

EDUCATION AND TRAINING

High School Graduate Yes _____ No _____ Year _____

Name and location of high school last attended: _____

College/University education: _____

Name of College	Dates Attended	Degree Received	Year Received
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_____	_____	_____	_____
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_____	_____	_____	_____
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Major field of studies in College/University: _____

Other schools attended (trade, business, etc.) For each listing, give the name and location of school, dates attended, subjects studied, certificates and other pertinent data. _____

Indicate any foreign language, which you can speak and understand proficiently:

Have you ever had experiences in meeting and dealing with the public? If so, indicate the type of experience.

EMPLOYMENT

Present Employment: (In the spaces, immediately below, please supply the requested information on your current employment or other previous employment.)

Present Employment: (Name and address of employer)

Name: _____

Address: _____

From: _____ To: _____ Position: _____

Description of Duties:

May inquiry be made of you present employer regarding your qualifications and record of employment? Yes _____ No _____

Do you plan to continue in this employment while serving as a Licensed Town Guide?

Yes _____ No _____

Previous Employment (Name and address of Employer)

Name: _____

Address: _____

Telephone: _____

From: _____ To: _____

Description of Duties:

Previous Employment (Name and address of Employer)

Name: _____

Address: _____

Telephone: _____

From: _____ To: _____

Description of Duties:

Previous Employment (Name and address of Employer)

Name: _____

Address: _____

Telephone: _____

From: _____ To: _____

Description of Duties:

Other Experience: Do you have any other types of skills or experiences that would be helpful in your guiding duties? Describe in detail:

Do you serve with an active reserve or National Guard? Yes_____ No_____

Are you a United States citizen? Yes_____ No_____

If answer is NO, provide the country of which you are a citizen and your present resident status?

Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges of any offense against the law? You may omit (1) traffic violations for which you paid for a fine of \$75.00 or less, and (2) any offense committed before your 21st birthday, which was finally adjudicated in a juvenile court or under Youth Offender Law. Yes_____ No_____

If YES, please provide all details including date, charge, place, court, and action taken.

While in military service were you ever convicted by general court martial?

Yes_____ No_____

If YES, please provide all details including date, charge, place, court, and action taken.

REFERENCES

<u>Full Name</u>	<u>Address</u>	<u>Tele.</u>	<u>Occupation</u>
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Additional Remarks/Comments:

CERTIFY:

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature_____ Date_____

*Suggested Reading List

Alleman, Tillie Pierce. At Gettysburg, or What a Girl Saw and Heard of the Battle. (New York, W. Lake Borland, 1889)

Bennett, Gerald R. Days of “Uncertainty and Dread”: The Ordeal Endured by the Citizens At Gettysburg. (Littlestown, PA: Gerald Bennett, 2002)

Bennett, Gerald R. The Gettysburg Railroad Company and Lincoln Station, A Brief History. (Privately Published, 1999)

Bloom, Robert L. A History of Adams County, Pennsylvania, 1700-1990. (Adams County Historical Society, 1992)

Bloom, Robert L. “We Never Expected A Battle”: The Civilian at Gettysburg, 1863. (Adams County Historical Society, 1988)

Boritt, Gabor S. The Gettysburg Nobody Knows. (Oxford University Press, 1997)

Boritt, Gabor S. The Gettysburg Gospel. (Simon & Shuster, 2006)

Broadhead, Sallie. Diary of A Lady of Gettysburg, Pa. From June 15-July 15, 1863.

Buehler, Frances. Recollections of the Rebel Invasion and One Woman’s Experience During the battle of Gettysburg.

Coco, Gregory A. A Strange and Blighted Land. Gettysburg: The Aftermath of A Battle. (Thomas Publications, 1995)

Coddington, Edwin B. The Gettysburg Campaign: A Study in Command. (Charles Scribner’s Sons, 1968)

Conklin, Eileen F. Women at Gettysburg, 1863. (Thomas Publications, 1993)

Creighton, Margaret S. The Colors of Courage: Gettysburg’s Forgotten History. (Basic Books, 2005)

Fortenbaugh, Robert. Lincoln and Gettysburg. (Times & News Publishing, 1988)

Frassanito, William A. The Gettysburg Bicentennial Album. (Gettysburg Bicentennial Committee, 1987)

Frassanito, William A. Early Photography at Gettysburg. (Thomas Publications,)

Frassanito, William A. Gettysburg: A Journey in Time. (Thomas Publications, 1975)

Frassanito, William A. Gettysburg: Then & Now. Touring the Battlefield With Old Photos, 1863-1889. (Thomas Publications, 1996)

Frassanito, William A. Gettysburg Then & Now Companion. (Thomas Publications, 1997)

Gudmestad, Nancie W. The Shriver's Story: Eyewitnesses to the Battle of Gettysburg. (Shriver House Museum, 2008)

Hoch, Bradley R. Thaddeus Stevens in Gettysburg: The Making of an Abolitionist. (Adams County Historical Society, 2005)

Kennell, Brian A. Beyond the Gatehouse: Gettysburg's Evergreen Cemetery. (Evergreen Cemetery Association, 2000)

Myers, Betty Dorsey. Segregation in Death: Gettysburg's Lincoln Cemetery. (Lincoln Cemetery Project Association, 2001)

Newhouse, Pam. The Codori Family and Farm: In the Path of Battle. (Friends of the National Park, 1999)

Patterson, Gerard A. Debris of Battle: The Wounded of Gettysburg. (Stackpole Books, 1997)

Powell, Walter L. Soldier's National Cemetery-Gettysburg. (Thomas Publications, 1988)

Rodgers, Sarah Sites. The Ties of the Past: The Gettysburg Diaries of Salome Myers Stewart, 1854-1922. (Thomas Publications, 1996)

Sears, Stephen W. Gettysburg. (Houghton Mifflin Co., 2003)

Skelly, Daniel Alexander. A Boy's Experiences During the Battles of Gettysburg... (Privately Published, 1932)

Small, Cindy L. The Jennie Wade Story: A True and Complete Account of the Only Civilian Killed During the Battle of Gettysburg. (Thomas Publications, 1991)

Smith, Timothy H. "In the Eye of the Storm": The Farnsworth House and the Battle of Gettysburg. (Farnsworth Military Impressions, 2008)

Smith, Timothy H. John Burns, "Hero of Gettysburg". (Thomas Publications, 2000)

Smith, Timothy H. The Story of Lee's Headquarters, Gettysburg, Pennsylvania. (Thomas Publications, 1995)

Tilberg, Frederick. Historic Adams County Pennsylvania-A Pictorial Record (Thomas Publications, 1950)

Trudeau, Noah. Gettysburg: A Testing of Courage. (Harper Collins Publishers, 2002)

Young, Emma K. The Rupp Family, House and Tannery. "Thay Will Remember Gettysburg". (Friends of the National Park, 2002)

*This list is **NOT** comprehensive and is meant only to get you started and give you an idea of what is out there and available. Some of the books may be harder to attain than others as some are out of print. Check your local library.