

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Position Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/ Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Present Address		City	State
			Zip Code
Work Telephone		Home Telephone	Social Security Number

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "layoff" status and subject to recall? Yes No

Are you on the current Civil Service list?	What type of Civil Service test have you taken within the last 6 months?
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer Employment	Salary desired? Is this negotiable?

On what date would you be available for work? _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* Yes No

Have you been convicted of a felony? _____ If yes, explain _____
Conviction will not necessarily disqualify an applicant from employment.

Special Skills and Qualifications

Excel Microsoft Word Billing software
 Fax machine Shorthand Typing Speed
 Other _____

What type of **ACCOUNTING BACKGROUND** do you have? Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Experience

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Duties & Job Title
	From	To	
Address			
Telephone Number	(Optional) Hourly Rate/ Salary Starting Final		
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Duties & Job Title
	From	To	
Address			
Telephone Number	(Optional) Hourly Rate/ Salary Starting Final		
Supervisor			
Reason for Leaving			

References from previous employers

(1)	(Name & Address)	(Telephone #)
(2)	(Name & Address)	(Telephone #)
(3)	(Name & Address)	(Telephone #)

Education

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College				
Other: Military, Business				

State any additional information you feel may be helpful to us in considering your application.

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.

Applicant's Signature _____

