

GQC-PA-6.3: Employment Application ^a

The following information is requested so that we may make the best possible placement of employees within the firm. All portions of this application should be completed. We appreciate the time you spend completing the application. The Firm, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, gender, national origin, ancestry, disability, sexual orientation, or any other characteristic protected by law.

PLEASE PRINT:

NAME	(Last)	(First)	(Middle)
ADDRESS	(Street)	(Home Phone)	
	(City)	(State)	(Zip)
POSITION FOR WHICH YOU ARE APPLYING			(Cell Phone)
			(Salary Requirement)

EMPLOYMENT RECORD (Please account for all time over the past five years, listing the most recent job first. Use additional sheets if necessary.):

DATE OF EMPLOYMENT	NAME/ADDRESS OF EMPLOYER AND NAME/TITLE OF SUPERVISOR	JOB TITLE AND RESPONSIBILITY	REASON FOR LEAVING
From _____ To _____ Phone _____	1)		
From _____ To _____ Phone _____	2)		
From _____ To _____ Phone _____	3)		
From _____ To _____ Phone _____	4)		
From _____ To _____ Phone _____	5)		

Please indicate by number the employers we may *not* contact and the reason. []

EDUCATION:

	SCHOOL	NO. OF YEARS ATTENDED	DEGREE	MAJOR
HIGH SCHOOL				
COLLEGE				
OTHER				

List special training skills (including computer software skills), certificates, or licenses you have earned relative to the job for which you are applying. _____

List any job-related professional associations in which you participate. DO NOT INCLUDE ANY ASSOCIATIONS THAT WOULD IDENTIFY AGE, RACE, COLOR, GENDER, NATIONAL ORIGIN, RELIGION, DISABILITY, MARITAL STATUS, CITIZENSHIP, VETERAN STATUS, OR SEXUAL ORIENTATION. _____

PERSONAL REFERENCES:

NAME	ADDRESS AND PHONE NUMBER	POSITION/OCCUPATION, FIRM NAME, AND PHONE NUMBER	HOW LONG KNOWN

List the names of relatives (if any) employed by the Firm and their relationship to you. _____

QUESTIONS:

If you are hired, when can you begin employment? []

If hired, can you show proof of legal authorization to work in the United States? Yes _____ No _____

Are you at least 18 years of age? Yes _____ No _____

If under 18 years of age, can you produce a work permit upon hire? Yes _____ No _____

Do you have reliable transportation to and from work? Yes _____ No _____

The hours for this job are regularly 8:00 a.m. to 5:00 p.m., Monday through Friday. Are you able to comply with this job's attendance schedule? Yes _____ No _____

PLEASE READ ALL OF THE FOLLOWING BEFORE SIGNING

I certify that the information shown on this application is correct and complete to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance. I understand that falsifying or omitting information on this form may cause me to be disqualified from further consideration or dismissed from employment.

All employment offers are made contingent upon satisfactory proof of legal authorization to work in the United States according to the law. I understand that failure to provide satisfactory proof of identity and authorization to work in the United States will disqualify me from employment.

I understand that, if hired, my status will be that of an employee at will, with no contractual right, express or implied, to remain employed. In consideration of my employment, I specifically agree that my employment may be terminated, with or without cause or notice, at any time, at the option of either the employer or myself. I understand that no one, other than the firm's managing partner, in writing, may enter any agreement for employment on my behalf or make any agreement contrary to the foregoing.

I understand that if hired, I may be required to undergo a physical examination and drug and alcohol screening test. The examination and the test will be performed at the firm's expense, by the firm's choice of physician.

I authorize the firm to investigate, confirm, and supplement any information contained on this application and to contact former employers unless otherwise stated below.

Applicant's signature: _____

Date: []

Note

^a This application is presented for illustrative purposes. Because employment regulations vary by state and locality, any employment application used by the CPA firm should be approved by an attorney experienced in employment law.