



Philbrook & Associates Bookkeeping & Business Services

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone/Cell: () _____ E-mail Address: _____

Date Available: _____ Days/Times Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you legally authorized to work in the United States? YES NO *Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.*

Have you ever worked for this Company? YES NO If so, when? _____

Have you ever been convicted of a crime or are there pending charges against you? YES NO If yes, please explain: _____

Are you able to perform the essential duties of the position you are applying for, with or without reasonable accommodation? YES NO Please refer to the job description for a listing of essential duties, as well as physical requirements.

Education

High School: _____ Address: _____

Did you graduate? YES NO Degree: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References (please list three professional references)

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____ Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____ Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____ Email Address: _____



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Employment Application (Continued)

Previous Employment (please use additional page or attach resume if more than 3 prior positions)

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Special Skills and Abilities

Please list any special skills, including computer skills, software skills, etc:

Disclaimer and Signature

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Company shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I also voluntarily and knowingly authorize the organizations, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information. In consideration of my employment, I agree to conform to the rules and regulations of this organization. If I am hired, I understand that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me, unless prohibited under written contract.

Signature: _____ Date: _____