

**[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]**

## Job Application Form

[Firm Name]

It is the policy of [firm] to provide equal opportunity for all qualified persons and not to discriminate against any employee or applicant for employment because of age, race, religion, color, sex, or national origin. This firm also encourages applications from qualified candidates who may have a disability.

**Please print all information.**

### Identification

Full name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Telephone \_\_\_\_\_ Position desired: \_\_\_\_\_ Earnings expected: \_\_\_\_\_

### Education Required for This Position:

Y/N

College: \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

Graduate school: \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

Technical school: \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

### Special Training and Qualifications

Are you a CPA? \_\_\_\_\_ Certification date: \_\_\_\_\_ State \_\_\_\_\_

Keyboarding speed: \_\_\_\_\_ Shorthand speed: \_\_\_\_\_

Office machines operated: \_\_\_\_\_ Computers used: \_\_\_\_\_

Software used: \_\_\_\_\_

**Proficiency level:**  Expert  Satisfactory  Trainee  None

Special skills: \_\_\_\_\_

\_\_\_\_\_

**Previous Employment (Attach additional sheets if necessary.)**

Present or last employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact? \_\_\_\_\_ Most recent job title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of duties: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Next previous employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact? \_\_\_\_\_ Most recent job title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of duties: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Next previous employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact? \_\_\_\_\_ Most recent job title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of duties: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ (If so, explain on reverse side.)

Additional remarks: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

**Please list telephone numbers of three personal references—not employers listed above.**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Briefly explain what significant contributions you expect to make to the firm. \_\_\_\_\_

\_\_\_\_\_

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*I understand that this employment application and any other firm documents are not intended nor should be construed as contracts of employment and that any individual hired may leave employment voluntarily upon proper notice and may be terminated by [firm] at any time, for any reason, or for no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.*

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

If employed by [firm], you will be exposed to private client information. You are required to keep such information confidential, both during and after employment.