

James M. Alga, CPA

Employment Application

Name	Last	First	Middle

Address	Street	City/Town	State	Zip

How long have you lived at this address?

Phone	<input type="text"/>
Cell phone:	<input type="text"/>
Social Security number	<input type="text"/>
Are you a US Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever been convicted of a criminal offense?	<input type="text"/>
If yes to the question above, what charge?	<input type="text"/>
What position do you desire	<input type="text"/>
Date you can start	<input type="text"/>
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged from employment because your work conduct was not satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Salary desired	<input type="text"/>

Employment history *(Start with present or most recent employer and work backward).*

Dates Mo & Yr	Name and Address of Employer and your supervisor's name	Job title and duties	Reason for leaving
From			
To			
From			
To			
From			
To			

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Employment history continued

Dates Mo & Yr	Name and Address of Employer and your supervisor's name	Job title and duties	Reason for leaving
From			
To			
From			
To			
From			
To			

Education	School name and location	# yrs completed	Graduate	Diploma, degree, subject
Grammar school			<input type="checkbox"/> yes <input type="checkbox"/> no	
High School			<input type="checkbox"/> yes <input type="checkbox"/> no	
College			<input type="checkbox"/> yes <input type="checkbox"/> no	
Trade, business, vocational, correspondence school			<input type="checkbox"/> yes <input type="checkbox"/> no	

Skill Set Sheet

Check the areas where you have experience

Accounting

Accounts Payable
Accounts Receivable
General Ledger
Payroll
Bookkeeping
Tax preparation
Invoicing
Collections
Balance Sheet
Financial/Budget Analysis
1-key Calculator

Clerical

Filing
Copy machine
FAX Machine
Keyboarding WPM

Reception

Receptionist
Incoming lines
Message center
Greet General Public

Microsoft Office Suite

Word
Excel
Access
Powerpoint

Web-design software

Microsoft FrontPage
Macromedia Dreamweaver

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REFERENCES (other than relatives and previous employers who can tell us about your background)

Name	Address and phone number	Position/business	Years known

Spiritual Reference

Pastor	Address and phone number	Church name	Years known

Civic Clubs and Community Organization

Organization Name	Address and phone number	Positions held & Responsibilities

James M. Alga, CPA

I certify that the information provided in this application is accurate and complete. I give my permission to JAMES M. ALGA, CPA to verify and investigate any and all information provided in this application. I also authorize my current and former employers, educational institutions, references, and any other persons and entities referred to in this application, to provide information to JAMES M. ALGA, CPA for employment-related purposes. I also give my consent to educational institutions that I have attended to disclose and provide to JAMES M. ALGA, CPA for employment-related purposes, transcripts containing information about me such as my courses of study, grades, credits, rank, and degrees conferred. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment will be rejected and, if I am hired, my employment will be terminated.

I understand and agree that this application does not contain or imply any promise that I will be hired by JAMES M. ALGA, CPA for any period of time or duration. I also understand and agree that, if I am hired, nothing in this application requires JAMES M. ALGA, CPA to have any cause or reason to terminate my employment.

Signature

Date