

Hawthorne & Co.

Certified Public Accountants



Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

Which position are you applying for?

Personal Information

Name (First and Last):

Street Address:

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____



Screening Questions

Have you ever applied for employment with us before?

- Yes No

Are you legally eligible for employment in the United States?

- Yes No

Apart from absence for religious observance, are you available for full-time work?

- Yes No

If you answered "No" to the previous question, what hours can you work?

When will you be available to begin work?

Will you work overtime if asked?

- Yes No

What is your expected pay?

Other special training or skills (languages, machine operation, etc.)

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Education

School/University #1

Name and Location of School:

Course of Study:

Number of Years Completed: _____ Did you graduate? Yes No

Degree or Diploma *

School/University #2

Name and Location of School:

Course of Study:

Number of Years Completed: _____ Did you graduate? Yes No

Degree or Diploma *

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Employment

Previous Employer #1

Company Name

Job Title and Description of Work:

Name of Supervisor:

Phone Number: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving:

Ok to Contact Employer? Yes No

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Previous Employer #2

Company Name

Job Title and Description of Work:

Name of Supervisor:

Phone Number: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving:

Ok to Contact Employer? Yes No

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Previous Employer #3

Company Name

Job Title and Description of Work:

Name of Supervisor:

Phone Number: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving:

Ok to Contact Employer? Yes No

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Acceptance and Signature

The information provided in this Application for Employment is true, correct and complete. If you employ me, any misstatement of omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

Signature: _____ Date: _____