

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.)



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:



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

Hawthorne & Co.

Certified Public Accountants



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

Hawthorne & Co.

Certified Public Accountants



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

Hawthorne & Co.

Certified Public Accountants



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: