



**EMPLOYEE INFORMATION**

Name:

Address:

Phone:

Email:

For what position are you applying?

Are you able to perform the essential functions of the position with or without accommodations?

Yes

No

Are you legally eligible for employment in the US?

Yes

No

If the need arises, are you able to work overtime?

Yes

No

If the need arises, are you able to work weekends?

Yes

No

If hired, how soon could you start?

Expected rate of pay:

**EMPLOYMENT HISTORY**

Employer name & address:

Position title/duties, skills:

Start Date:

End Date:

Reason for leaving:

Supervisor:

Telephone:

Email:

May we contact this person as a reference?  Yes  No

Is this your current employer?  Yes  No

Employer name & address:

Position title/duties, skills:

Start Date:

End Date:

Reason for leaving:

Supervisor:

Telephone:

Email:

May we contact this person as a reference?  Yes  No

Is this your current employer?  Yes  No

Employer name & address:

Position title/duties, skills:

Start Date:

End Date:

Reason for leaving:

Supervisor:

Telephone:

Email:

May we contact this person as a reference?  Yes  No

Is this your current employer?  Yes  No

**EDUCATION**

|                    | Institution Name | Years Completed | Field of Study | Graduate/Degree |
|--------------------|------------------|-----------------|----------------|-----------------|
| High school        |                  |                 |                |                 |
| College/University |                  |                 |                |                 |
| Business/Technical |                  |                 |                |                 |
| Additional         |                  |                 |                |                 |

**SKILLS & QUALIFICATIONS**

At New Era Tax & Accounting, Our mission is to provide the excellent experience you expect and deserve. We believe in small town work ethics, relationships and quality service. We strive to exceed expectations at every corner and maintain the utmost of quality in our work. Please explain what you will do to help keep our mission alive.

What special skills, abilities or honors have you achieved that would help you succeed in this job?

Do you have experience in the following (check all that apply):

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Microsoft Office  | <input type="checkbox"/> QuickBooks       | <input type="checkbox"/> UltraTax |
| <input type="checkbox"/> Scanning          | <input type="checkbox"/> Email            | <input type="checkbox"/> Efax     |
| <input type="checkbox"/> VOIP Phone System | <input type="checkbox"/> Remote computing |                                   |

Please list any licenses, certification or registrations you currently hold:

What is your approximate typing speed? \_\_\_\_\_ words per minute

**REFERENCES**

| Name | Address | Telephone | Relationship | Years known |
|------|---------|-----------|--------------|-------------|
|      |         |           |              |             |
| Name | Address | Telephone | Relationship | Years known |

**CONTACT INFORMATION**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**APPLICANT SIGNATURE**

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_