



Office Personnel Name: _____
 Applicant Status:
 Employee
 Contractor

Employment Application

Applicant Information

Full Name: _____ Date: _____

Last
First
M.I.

Address: _____

Street Address
Apartment/Unit #

City
State
ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have any physical condition(s) that may limit your job performance?? YES NO If yes, when? _____

Are there any qualifications you feel would especially fit you for this job?? YES NO If yes, when? _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Have you ever been suspended or discharged from employment?

YES

NO

Explain: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Emergency Contact

Name: _____ Phone No: _____

Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Bookkeeping Test

1. The two main methods of bookkeeping and accounting are 1) the cash method, and 2) the method _____.
2. _____ entry bookkeeping means that every transaction will affect two or more accounts.
3. _____ amount will appear on the left side of a T-account. Debit or Credit?
4. A listing of the balances in the accounts in order to determine whether debits are equal to credits is a _____.
5. The listing of accounts that are available for posting transactions is the _____.
6. When a check is written, a cash account should be debited or credited?
7. Liability accounts will normally have _____ balances. Debit or Credit?
8. Revenue accounts will normally have _____ balances. Debit or Credit?
9. The bookkeeping or accounting equation is $\text{Assets} = \text{Liabilities} + \text{Owner's}$ _____.
10. The book of original entry is the definition of a _____. Journal or Ledger?
11. When a sale is made on credit, the seller will debit the asset account _____.
12. Asset _____ and stockholders' equity accounts are known as balance sheet accounts.
13. Large corporations should report revenues on their income statements when _____. (Cash basis)
14. The difference between the balance in a company's cash account and its bank statement is documented in the _____ of the bank statement.
15. Accrued expenses are likely to pertain to transactions that have been paid. Yes or No?
16. Deferred revenues likely involve cash amounts that have been received. Yes or No?
17. A _____ entry typically removes an accrual-type adjusting entry that had been recorded in the preceding accounting period.
18. Cash and Accounts Receivable are two examples of accounts that are reported on the classified balance sheet under the heading _____ assets.
19. A supplier of goods or services is known as a _____.
20. The separation of duties is part of the internal _____ for safeguarding assets.