



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.