



Applicant Information

Name: _____
Last First M.I.

Address: _____

City State Zip Code

Phone: _____ Email: _____

Date Available: ___/___/___ Social Security No.: _____-_____-_____

Employment Desired: ___ Full-Time Only ___ Part-Time Only ___ Full or Part-Time

If you are under 18,
 please list age _____

Days/Hours Available to Work			
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		<i>No Preference</i>	

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

Have you ever been convicted of a felony? Y/N

If yes, explain: _____

Education

High School: _____ From: _____ to _____ Graduate: Y/N Diploma: _____

College: _____ From: _____ to _____ Graduate: Y/N Degree: _____

Years Completed: _____ Area of Study: _____

Location: _____

Other: _____ From: _____ to _____ Graduate: Y/N Degree: _____

Years Completed: _____ Area of Study: _____

Location: _____

Work Experience

Name of Employer: _____ **Phone:** _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Name of Last Supervisor: _____ **Can we Contact?** Y/N

Employment Dates: From: _____ to _____ **Pay/Salary:** Start: \$ _____ Final: \$ _____

Reason for Leaving: _____

List of Duties Performed:

Name of Employer: _____ **Phone:** _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Name of Last Supervisor: _____ **Can we Contact?** Y/N

Employment Dates: From: _____ to _____ **Pay/Salary:** Start: \$ _____ Final: \$ _____

Reason for Leaving: _____

List of Duties Performed:

Name of Employer: _____ **Phone:** _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Name of Last Supervisor: _____ **Can we Contact?** Y/N

Employment Dates: From: _____ to _____ **Pay/Salary:** Start: \$ _____ Final: \$ _____

Reason for Leaving: _____

List of Duties Performed:

Application Questionnaire

Applicant Name: _____

Job Description/Needs:

Administrative office assistant duties consist of answering phones, scheduling appointments, assembling Tax-Packs and general office duties.

Questions:

1. Have you ever worked for an accounting/tax firm from January to April? Y/N
2. How would you rate your computer skills?
___ Below Average ___ Average ___ Moderate ___ Very Good ___ Computer Nerd
3. What computer software are you familiar with and have you used?

4. How did you hear about this job position?

5. What was the main reason you applied for this position?

6. If you enjoy this position, would you consider coming back year after year? Y/N

From 1-10 (10 being best), rate yourself on the following:

- | | |
|--|-------|
| Being friendly, personable and outgoing. | _____ |
| Communication Skills | _____ |
| Phone & Receptionist Skills | _____ |
| Promptness & Timeliness | _____ |
| Typing Skills | _____ |