



# 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? \_\_\_\_\_

## Education

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

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

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

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

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

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

## Licenses & Credentials

Licensing Agency	License Number	Date Received	Active/Inactive Status
Has any license ever been suspended or revoked? If yes, explain.			
Has any license ever been allowed to lapse? If yes, explain.			

## Reason For Applying

Why are you applying for a position with PNW Tax?

What makes you believe you are a good fit for our organization?

What are your career goals if you join our organization?

## Criminal History

Have you ever been convicted of a criminal offense related to fraud, embezzlement, or similar conduct? YES   NO  
  

If yes, explain.

## Accommodations

Are you able to perform the following job duties without the need for special accommodations?

Sit at a desk for 8 - 10 hours at a time, taking only one 10-minute break per 4-hour period of time and one 30-minute lunch break during an 8-hour period of time. YES   NO  
  

Operate complex software programs. YES   NO  
  

Use computer keyboard to enter information into software accurately. YES   NO  
  

Adapt to changing priorities such that you can readily switch from one task to another and then pick up on tasks where you left off. YES   NO  
  

Work after hours when needed. YES   NO  
  

Dependably arrive to work not later than your scheduled start of shift every day. YES   NO  
  

Speak to clients and coworkers by phone or video conferencing. YES   NO  
  

Sharing responsibility for cleaning workspaces with coworkers. YES   NO

## Preferences

Describe how the following situations relate to you.	Not really	Somewhat	Definitely	Comments
I can manage multiple projects at a time.				
I need a quiet workspace with few distractions or interruptions.				
I quickly learn new software applications.				
I prefer to communicate with people by phone, video or in person.				
I prefer to communicate with people by chat or email.				
I prefer to explore and figure things out for myself.				
I prefer to ask for help when I don't understand something.				
I prefer a structured work environment with clear systems to follow.				
I am at my best when working under a pressing deadline.				
Punctuality is important to me.				
I feel stress when I am late or falling behind at work.				
I am comfortable speaking in front of an audience.				
I am comfortable asking people about their personal lives.				
I am a social person who enjoys long conversations.				
I am interested in the latest technologies and how they can help improve my productivity.				
I prefer a consistent work environment with systems that don't change.				
I think job duties should be clearly defined and people should stick to their assigned roles.				
Precision is important to me. I want my work to be perfect.				
It's okay to skip steps when I'm in a hurry.				
I like to follow my instincts when I'm not sure what to do.				
I prefer to keep to myself when at work.				
I want to develop friendships with coworkers when I can.				
I rarely miss a day of work for any reason other than scheduled vacations/days off.				
I am quick to notice errors in other people's work.				
My greatest learning comes from my mistakes.				
I resent it when my boss corrects my work.				

## 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

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: \_\_\_\_\_

### Employment Gaps

Please describe what you were doing during any periods of time when you were not employed:

May we contact your previous supervisor for a reference?

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### 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: \_\_\_\_\_