



344 MINNIE STREET • FAIRBANKS, AK 99701
 (907) 456-8115 • FAX (907) 452-7491

EMPLOYMENT APPLICATION

Page one of this application must be completed in full. Type or print in ink. Please attach resume.

Job Title Applied For: _____

Name (Last, First, MI): _____ Social Security Number: _____

Mailing Address: _____
Number and Street City State Zip + 4 (9 digits)

Home Phone Number: _____ Cell Phone Number _____ Email: _____

If you have used any other name in the last ten years, list the name(s) and the dates used:

Have you ever applied for a position with us before? Yes No

Are there any employers you do not want us to contact? Yes No

Do you have a legal right to accept employment in the U.S.? Yes No

If you answered yes to any of the above questions list reason.

Have you ever been convicted of a felony? Yes No
 Have you been convicted of a misdemeanor in the last five years? Yes No
 Do you presently have charges pending against you for a felony or misdemeanor? Yes No
 If you answered "yes" to any of the 3 questions above, please explain below:

Applicant Certification *(Please read and sign below.)*

I certify that all information provided in this application and any attachments is true. I understand any false statement made herein is sufficient reason for rejection of my application or termination of subsequent employment.

I authorize Wilson & Wilson CPAs Inc., or entities it may employ, to investigate all statements made in this application or attachments; to contact any of my former employers, educational institutions, or any other person or organization that may have information relevant to my employment; to obtain records concerning my past work, character, education, or military background; to obtain a "consumer report" and/or "investigative consumer report" as defined by the Fair Credit Reporting act; to obtain driving records; to obtain any records pertaining to prior felony or misdemeanor convictions or pending felony or misdemeanor charges. I authorize that such contact or investigation may occur at any time before or during employment. I understand that I may be required to sign separate consent forms for this purpose.

I understand that no offer of salary or benefits is final until approved by Wilson & Wilson CPAs, Inc.

Applicant signature: _____ Date: _____

Wilson & Wilson CPAs, INC. is an Affirmative Action/Equal Employment Opportunity employer. Applications from all persons are welcome. Women, minorities, veterans, and people with disabilities are encouraged to apply.

Please state your education and/or work experience that meets the minimum qualifications for this job. Be specific. If minimum qualifications require formal education, transcripts or copies may be requested.

High School and Post Secondary Education

Name and Location of School	Major or Subject Emphasis	Diploma/Degree Received?		Degree Type (if received)
		YES	NO	
		Y	N	
		Y	N	
		Y	N	
		Y	N	

Other Education/Training (vocational, technical, or other)

Name and Location of School	Subject Emphasis	Cert./Degree Received?		Cert./Degree Type (if received)
		YES	NO	

Certifications / Licenses: Please list all relevant certifications and licenses which you currently hold. (i.e. notary public, drivers' license, electrician, etc.)

Skills: Please list those relevant skills for which you have experience or proficiency. (i.e. Accounting, Clerical, Computers, Software programs, Purchasing, Mechanic, Interpreter, etc.)

Detailed Work History: Provide work history for the previous 10 years. Include additional pages if necessary.

Job Title	Type of Business
Employer	Address
Supervisor's Name, Title, and Telephone	
Dates of employment: _____ to _____	
Starting Pay: _____ Final Pay: _____	
Your job duties (be specific):	
Reason for leaving:	

Job Title	Type of Business
Employer	Address
Supervisor's Name, Title, and Telephone	
Dates of employment: _____ to _____	
Starting Pay: _____ Final Pay: _____	
Your job duties (be specific):	
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Job Title	Type of Business
Employer	Address
Supervisor's Name, Title, and Telephone	
Dates of employment: _____ to _____ Starting Pay: _____ Final Pay: _____ Your job duties (be specific): Reason for leaving:	

References: Please list two work references, and two personal references you have been acquainted with for three years or more. Please do not list family members.

Name	Address	Phone Number	How do you know this person?
Name	Address	Phone Number	How do you know this person?
Name	Address	Phone Number	How do you know this person?
Name	Address	Phone Number	How do you know this person?