

Page one of this application must be completed in full. Type or print in ink. You must complete and respond to all information requested on this page. 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)

Telephone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

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

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

Are there any employers you don't want us to contact?  Yes  No

If you answered "yes" to the question above please list employer and 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? (circle one)	Degree Type (if received)
		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? (circle one)	Cert./Degree Type (if received)
		Y      N	
		Y      N	

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

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

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

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

<b>Job Title</b>	<b>Type of Business</b>
<b>Employer</b>	<b>Address</b>
<b>Supervisor's Name, Title, and Telephone</b>	
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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.

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>How do you know this person?</b>
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>How do you know this person?</b>
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