



PAYROLL SERVICES
HR CONSULTING
PROFESSIONAL BOOKKEEPING
BUSINESS INSURANCE MANAGEMENT

EMPLOYMENT APPLICATION

Position Applying For: _____

Name: _____ Date: _____

Address: _____
Mailing City State Zip

E-Mail: _____ Are you 18 years or older? _____
Yes or No?

Phone: _____ 2nd Phone: _____

*SSN: _____ Are you legally eligible to work in the US? _____
Proof of eligibility to work will be required within three days, if hired. Yes or No?

Work Experience: (List most recent position first, and then the second most recent, and so on.)

Employer: _____
Employer's Address: _____
Title of your position: _____ Pay Rate: _____
Supervisor Name: _____ Their Title
Phone: _____ Dates you were employed: _____ From To
Description of Duties: _____
Reason for leaving: _____

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*SSN may be left blank and provided at time of hire, if offered employment.

Employer: _____

Employer's Address: _____

Title of your position: _____ Pay Rate: _____

Supervisor Name: _____ Their Title _____

Phone: _____ Dates you were employed: _____
From To

Description of Duties: _____

Reason for Leaving: _____

Employer: _____

Employer's Address: _____

Title of your position: _____ Pay Rate: _____

Supervisor Name: _____ Their Title _____

Phone: _____ Dates you were employed: _____
From To

Description of Duties: _____

Reason for Leaving: _____

If you need more space to describe your past work experience or your education, please attach another piece of paper.

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma or G.E.D.: ____ Yes ____ No

School(s) _____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

Type of License(s) Held _____

Expiration Date _____

Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

Describe your computer skills and the types of software you have used and the computer projects you have worked on: _____

In the last 10 years have you been convicted of an offense other than a traffic offense? _____

Yes or No?

Please explain, if yes. _____

(A conviction will not automatically disqualify you from employment with Not Just Payroll. Rather, we will consider seriousness and nature of the offense, rehabilitation, date of conviction as factors.)

APPLICANT'S CERTIFICATION AND AGREEMENT

By my signature below, I certify that the facts I provided in the above employment application are true and complete to the best of my knowledge. I authorize Not Just Payroll to verify their accuracy and to obtain reference information on my work performance. I hereby release Not Just Payroll from liability for any employment decision(s) based on the information I provided to Not Just Payroll to obtain employment.

If Not Just Payroll hires me, I understand that if I gave false statements or omissions of facts in this application or interview that I may be dismissed from employment because of false statements or omissions.

I understand if I am offered employment and I accept that I must follow Not Just Payroll's policies, rules and regulations of employment. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process is meant to imply or be an employment contract. I understand that any employment offered is for an indefinite duration and is at will and that either I or Not Just Payroll may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____