



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Today's Date: _____

GENERAL INFORMATION

FULL TIME
 TEMP-TO-HIRE
 TEMP

 TESTING
 POLICIES
 REFERENCES
 W4
 19

Last Name _____ First Name _____ MI _____ Known by other name? _____

Address _____ Apt# _____ City _____ State _____ Zip Code _____

Work Number _____ Home Number _____ Cell Number _____ Email Address _____

Emergency Contact Name _____ Contact Phone Number _____ Please list the job # or position you are applying for: _____

How did you hear about us? _____ Presently Employed? YES NO Will you travel? YES NO What % ? _____ If open to relocation, what locations? _____

Current annual compensation: \$ _____ Bonus: \$ _____ Minimum salary compensation: \$ _____ Desired Compensation: \$ _____

Have you ever been convicted of a misdemeanor, felony or in a military court martial? (Conviction is not an absolute bar to employment) If yes, please explain. _____

Is it legal for you to work in this country? YES NO Foreign languages (Speak, read or write?) _____
 Do you require visa sponsorship? YES NO

List companies where you or another agency has submitted a resume or application on your behalf. (last 12 months)

1	4
2	5
3	6

Describe your ideal job opportunity (job title, business culture, industry, location, size of company, etc.) _____

For Office Use Only

EDUCATIONAL INFORMATION

Institution Name & Location	Graduated? Yes/No	Degree Received ie. Master Bachelor Associates	Major/Minor Field	Grade Point Average
High School Name / Location:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Technical School Name / Location:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
College Name / Location:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
College Name / Location:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other / Location:	<input type="checkbox"/> YES <input type="checkbox"/> NO			

List Professional Certifications: _____

List Software Skills: (Excel, Access, Peoplesoft, QuickBooks, Visual Basic, etc.) and specify your experience (classes taken or job experience) _____

EMPLOYMENT HISTORY				
Current or Most Recent Employer			Dates of Employment	
Address	City	State	Zip Code	Phone Number
Company Description			# of Employees	Annual Revenue \$
Job Title			General Ledger Software / Payroll and other company software	
Supervisor (Name and Title)				
Main Responsibilities				
1.				
2.				
3.				
4.				
5.				
Describe in detail accomplishments that make you stand out from your peers. (i.e. \$ and/or time saved)				
1.				
2.				
3.				
4.				
Responsibilities you enjoy the most:			The least:	
Strengths:			Weaknesses:	
Why would you leave or why did you leave?			Have you discussed this with your current employer?	
Current compensation or hourly wage annualized			Bonus or additional compensation	
Date of your next review			Percentage increase on your last review	
In order for us to understand your reporting structure, describe or draw your organization chart: (Jane Doe, Controller; Mark Jones, Assistant Controller, etc.)				
For Office Use Only				

PREVIOUS EMPLOYMENT				
Previous Employer			Dates of Employment	
Address	City	State	Zip Code	Phone Number
Company Description			# of Employees	Annual Revenue \$
Job Title			General Ledger Software / Payroll and other company software	
Supervisor (Name and Title)				
Main Responsibilities				
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Describe in detail accomplishments that made you stand out from your peers. (i.e. \$ and/or time saved)				
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2.				
3.				
4.				
Responsibilities you enjoy the most:			The least:	
Why did you leave?				
Compensation or Hourly wage annualized:			Bonus or additional compensation?	
In order for us to understand your reporting structure, describe or draw your organization chart: (Jane Doe, Controller; Mark Jones, Assistant Controller, etc.)				
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3.				
4.				
Responsibilities you enjoy the most:			The least:	
Why did you leave?				
Annual Compensation or Hourly wage annualized:			Any bonus or additional compensation?	
In order for us to understand your reporting structure, describe or draw your organization chart: (Jane Doe, Controller; Mark Jones, Assistant Controller, etc.)				
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CONTRACT / TEMPORARY HISTORY					
List any prior contract or temporary assignments:					
COMPANY	DATES Month/Year	POSITION	SUPERVISOR	PAY	AGENCY REFERRED BY:
EMPLOYMENT REFERENCES					
Reference Name	Title	Company Name	Phone Number		
Describe your relationship to this supervisory reference. (Direct Supervisor, Day-to-day Supervisor, Prior Manager, etc.)					
Reference Name	Title	Company Name	Phone Number		
Describe your relationship to this supervisory reference. (Direct Supervisor, Day-to-day Supervisor, Prior Manager, etc.)					
Reference Name	Title	Company Name	Phone Number		
Describe your relationship to this supervisory reference. (Direct Supervisor, Day-to-day Supervisor, Prior Manager, etc.)					
PEER REFERENCES					
Reference Name	Title	Company Name	Phone Number		
Describe your relationship to this peer reference. (co-worker, subordinate, internal customer, external customer, etc.)					
Reference Name	Title	Company Name	Phone Number		
Describe your relationship to this peer reference. (co-worker, subordinate, internal customer, external customer, etc.)					
Reference Name	Title	Company Name	Phone Number		
Describe your relationship to this peer reference. (co-worker, subordinate, internal customer, external customer, etc.)					
TERMS OF EMPLOYMENT					
<p>I certify the information I have provided in this application is accurate and complete. I understand any falsification, misstatement or omission of any information in this application may cause me to be refused from consideration for employment or may result in termination of employment by InSearch or a client of InSearch.</p> <p>I authorize InSearch to investigate all statements contained in this application and to interview or make inquiries of the references, educational institutions or licensing bodies, and employers listed in this application or identified by me. I authorize schools, references and employers listed to provide InSearch all facts, opinions and evaluations concerning my employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to InSearch, including, but not limited to, any liability for defamation or invasion of privacy. I authorize InSearch to disclose all information about my background and experience to clients and prospective clients who may be interested in my services.</p> <p>If I am offered employment, I understand such an offer may be conditioned upon satisfactory results of a background investigation and/or Company medical examination or inquiry, including a drug screen test. I further understand by filling out this form, InSearch is not obligated to further process the application, nor does it guarantee placement by InSearch or to be hired by InSearch.</p> <p>InSearch is an Equal Opportunity Employer and will never charge a fee to the candidate. InSearch considers applicants for all positions without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status or any other legally protected status. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by local, state or federal law.</p> <p>I certify I have read, understand and agree to the "Terms of Employment".</p>					
<input type="checkbox"/> I AGREE <input type="checkbox"/> I DISAGREE					
Please type your name below:				Date:	