

EMPLOYMENT APPLICATION



TALBOT, KORVOLA & WARWICK, LLP
4800 SW MEADOWS RD., STE. 200
LAKE OSWEGO, OR 97035
PH 503-274-2849 FX 503-274-2853

Name

Date

Personal Information

Last Name _____ First Name _____ Middle Name _____ Today's Date _____
 Street Address _____
 City _____ State _____ Zip Code _____ Email Address _____
 () () Are you 18 or older?
 Home Telephone _____ Work Telephone _____ Yes No

Employment Desired

Desired Position: _____ Expected Pay Range: _____
 How did you find out about this position? _____ Start Date: _____
 Would you like to work: Full-time only Full-time or Part-time Summer
 (Check all that apply) Part-time only Internship Temporary

If applying for a part-time or internship position, what days are you available to work?

Monday:		Thursday:	
Tuesday:		Friday:	
Wednesday:		Weekends:	

Military Service

Branch	Dates of Service	Final Rank	Assignment
	-		
Are you currently a member of the National Guard?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Education

Level	Name and Address	Date Graduated/ Level Completed	Major Studies	Degree/Diploma License/ Certificate
High School				
College				
Vocational, Business, other				

For Auditing/Tax Position Applicants:

Number of total college credit units (completed before first day of employment): _____

Number of upper-division accounting units (completed before first of employment): _____

General

- Are you currently employed: Yes No
 If yes, may we contact your present employer: Yes No
 Contact Name: _____ Phone Number: () _____
- Will you be able to perform the job functions for the position you are applying for with or without reasonable accommodations? Yes No
- If hired, can you provide documentation of your eligibility to work in the U.S.? Yes No

Skills

Foreign Languages:

Computer Skills (Hardware/Software):

Other Skills, Areas of Expertise, Professional Memberships, Licenses, etc.:

Employment History

Please list employment record, starting with the most recent.

Company Name	Job Title
Street Address	Dates Employed
City	State Zip Code ()
Supervisor Name	Supervisor Title Phone Number
Reason for leaving	
Duties, Responsibilities, Promotions	

Company Name	Job Title
Street Address	Dates Employed
City	State Zip Code ()
Supervisor Name	Supervisor Title Phone Number
Reason for leaving	
Duties, Responsibilities, Promotions	

Company Name	Job Title
Street Address	Dates Employed
City	State Zip Code ()
Supervisor Name	Supervisor Title Phone Number
Reason for leaving	
Duties, Responsibilities, Promotions	

References

Please provide references (do not include relatives).

Name	Phone Number	Relationship	Years Known
1)	()		
2)	()		
3)	()		
4)	()		
5)	()		

I understand and agree to the following:

This application is not a contract of employment. This application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

All the information and statements in this application are complete and true. I understand that any falsification, misleading, or willful omission of information shall be sufficient cause for dismissal or refusal of employment.

Talbot, Korvola & Warwick, LLP follows an "at will employment policy, meaning I or Talbot, Korvola, & Warwick, LLP may terminate employment at any time for any reason consistent with applicable law.

Federal law prohibits the employment of unauthorized aliens. All hired persons must provide satisfactory proof of identity and authorization to work in the United States. Failure to produce such proof will result in denial of employment.

I authorize investigation of all statements given on this application. Talbot, Korvola & Warwick, LLP may contact any educational institution, reference, or employer listed on this application, except my current employer if so noted, to verify the information I have given. I hereby release all involved parties from any liability for damage arising from such an investigation.

Signature of Applicant

Date

Talbot, Korvola & Warwick, LLP is an equal opportunity employer. All applicants are considered without regard to race, gender, age, color, ethnic group, national origin, religion, citizenship, marital status, sexual orientation, veteran status, physical or mental disability, or medical condition.