



EXPEDIENT BOOKKEEPING & TAX SERVICES LLC
 245 QUEENSLAND LN
 COVINGTON, GA
 30016

Phone: 678-712-6082 Fax: 678-712-6083
 www.expedientbookkeepingtax.com

EMPLOYMENT APPLICATION

Date: _____

Name: _____

Address: _____

State/Province:

Zip/Postal Code: _____

SS Number: _____

Home Phone: _____

Cell Phone: _____

Position(s) Applying for: SELECT HERE

Salary Desired: _____

When available to begin work? _____

Hours Available to Work:

Mon _____
 Tues _____
 Wed _____
 Thurs _____
 Fri _____
 Sat _____
 Sun _____

Full-Time Part-time Full or part-time

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of a crime? yes no

If yes, please explain

Do you have a drivers license? yes no

State of issue: _____

Have you had any accidents in the past 3 years? yes no How many? _____

Do you had any moving violations in the past 3 years? yes no How many? _____

Previous Employment (list up to 3)

1.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:

From: _____

To: _____

Salary:

From: _____

To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:

From: _____

To: _____

Salary:

From: _____

To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:

From: _____

To: _____

Salary:

From: _____

To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills: _____

Typing: _____

Computer: PC Mac Both

Applications (list all that apply): _____

Other Skills:

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying: