



APPLICATION FOR EMPLOYMENT

Schaffner, Knight, Minnaugh & Company, P.C. is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, or non-disqualifying disability. You are not required to give any information on this form that is prohibited by applicable laws.

ANY OFFER OF EMPLOYMENT WILL BE CONDITIONED UPON THE RESULTS OF POST-OFFER MEDICAL EXAMINATIONS AND/OR INQUIRIES WHICH MAY BE REQUIRED OF ENTERING EMPLOYEES AND UPON PASSAGE OF A TEST DESIGNED TO MEASURE YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OFFERED.

Use additional sheets if this form does not provide sufficient space for you to complete your answer to any item.

I. PERSONAL DATA

a. Name in Full _____ Social Security No. _____
Address _____ Phone No. _____
City _____ State _____ Zip Code _____

b. Are you over 18 year of age? _____ If "No", please list your date of birth _____

c. Do you have a legal right to accept employment in the United States? _____ If "No", please explain: _____

d. Have you ever been convicted of a felony or misdemeanor? _____ If "Yes", please explain: _____

(A criminal conviction will not absolutely bar you from employment, but it will be considered in relation to specific job requirements.)

e. Please list any other names by which you have been known (do not include maiden names).

f. Do you have a valid driver's license? _____ If "Yes", please give state and license number: _____

II. POSITION DESIRED:

a. First Choice: _____
Second Choice: _____

- b. Wages Expected: _____
- c. Schaffner, Knight, Minnaugh & Company, P.C. operates various hours throughout the year and is dependant on each employee to work the hours for which he/she is hired on a regular, full time basis. Will you be able to meet this attendance requirement for any position offered? _____
- d. Please list briefly any qualifications you have that relate to the position(s) for which you are applying: _____
- e. Have you ever worked for or applied for work with Schaffner, Knight, Minnaugh & Company, P.C. before? _____
If "Yes", please give dates and position you held or, if not employed, the date you submitted your application: _____
- f. Are you employed now? _____ If "Yes", please state where, how long you have worked there, your current position, and the name of your immediate supervisor: _____
- g. May we contact your current employer for a reference? _____
If not, please explain: _____
- h. Have you ever worked in public accounting before? _____ If "Yes", please state where and for how long: _____

III. EDUCATION:

	Name and Location of School	Course of Study	Did you graduate?
High School			
College/University			
Other Education			

- a. Please list any special courses, training, seminars, workshops, etc. which you have completed that might relate to the position(s) for which you are applying: _____
- _____
- _____

- b. Please list any licenses, certificates or professional accreditations you hold that might relate to the position(s) for which you are applying: _____

IV. EMPLOYMENT HISTORY:

Give names and addresses of all previous employers (including Civil Service). Please list most recent position first and then your other positions in descending order.

Employer's Name and Address and Phone	Immediate Supervisor's Name	Work Performed	Date Started	Date Left	Reason For Leaving

- a. Have you ever served in any branch of the military service? _____ If "Yes", please list branch and dates of service _____ Rank at discharge _____
 Type of discharge _____

V. PERSONAL REFERENCES (Do not use relatives or former employers)

- a. Name _____ Years known: _____
 Phone _____
 Address _____
- b. Name _____ Years known: _____
 Phone _____
 Address _____
- c. Name _____ Years known: _____
 Phone _____
 Address _____

VI. OTHER INFORMATION

- a. Do you have any "sideline" business interests? _____
 Describe _____

b. Why would you like to work for Schaffner, Knight, Minnaugh & Company, P.C. _____

c. Please provide any other information that you feel will be helpful to Schaffner, Knight, Minnaugh & Company, P.C. in evaluating your suitability for employment: _____

- I certify that the foregoing statements are true and correct to the best of my knowledge and belief without consequential omission of any kind whatsoever. I understand that any false statements or omissions on this application or in any interview may be considered sufficient cause for rejection of this application or for dismissal, in the event I become employed.

Initials

- I understand that no representation made by Schaffner, Knight, Minnaugh & Company, P.C. or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc., or limits Schaffner, Knight, Minnaugh & Company, P.C. its right to discharge me without notice or liability to me for salary or wages, except such as may have been earned up to the date of termination of service. I also understand that my salary, wages, benefits, and other terms and conditions of employment are subject to change by Schaffner, Knight, Minnaugh & Company, P.C., and, if hired, I will be notified of these changes.

Initials

- I agree, if hired, that upon termination of my employment with Schaffner, Knight, Minnaugh & Company, P.C. whether upon my decision or the firm's, that Schaffner, Knight, Minnaugh & Company, P.C. may offset and deduct from my final paycheck and all amounts I owe to them for any reason, including but not limited to salary advances, employee purchases, loans, and losses or damages that Schaffner, Knight, Minnaugh & Company, P.C. sustains as a result of my willful or negligent acts. I hereby agree to take physical and other reexaminations whenever required by Schaffner, Knight, Minnaugh & Company, P.C. as permitted by law.

Initials

- I understand that Schaffner, Knight, Minnaugh & Company, P.C. is considering establishing a smoke-free environment in many areas of the organization and may be banning the use of all smoking materials in these areas by employees while on the premises.

Initials

- I authorize Schaffner, Knight, Minnaugh & Company, P.C. to investigate all statements in my employment application and to secure any necessary information from all of my listed employers, references, and academic institutions. I hereby authorize all of those referred to in my application or interview to provide any information in their records concerning my employment history, my academic credentials, my performance and qualifications, and my suitability for employment with Schaffner, Knight, Minnaugh & Company, P.C. I hereby release all of those employers, references, academic institutions, and Schaffner, Knight, Minnaugh & Company, P.C. from any and all liability arising from their giving or receiving information about employment history, my academic credentials, my performance and qualifications, and my suitability for employment with Schaffner, Knight, Minnaugh & Company, P.C.

Initials

- I understand that under the Fair Credit Reporting Act I am entitled to certain rights, which have been more fully explained to me in the attached disclosure statement.

Initials

- In the event I become employed by Schaffner, Knight, Minnaugh & Company, P.C., I hereby agree to abide by the rules and regulations of the firm.

Initials

SIGNED: _____ DATED: _____