



EMPLOYMENT APPLICATION

Arnett Carbis Toothman LLP is an Equal Employment Opportunity Employer and as such does not discriminate against any qualified applicant on the basis of race, color, religion, sex, age, national origin, ancestry, alienage, or handicap (which, with reasonable accommodation, does not impair an employee’s work performance or significantly increase work hazards for such employee or others). None of the information requested below will be used for unlawful purpose.

Arnett Carbis Toothman LLP hopes that employment with the Firm will be for an extended duration, however, neither you nor Arnett Carbis Toothman are agreeing, contracting, or promising that employment will be guaranteed for any period of time. Both you and Arnett Carbis Toothman LLP reserve the right to terminate this employment “at will,” at any time, with or without prior notice and with or without reason or cause.

I understand that the employer will thoroughly investigate my work and personal history and may verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant’s Signature: _____ Date: _____

Please print or type. Please complete each section, even if you attach a resume.

PERSONAL INFORMATION

Name		Social Security Number	
Address	City	State	Zip
Phone Number		Email Address	

Are you legally eligible to work in the US? Yes No
 Are you over the age of 18? Yes No

ADDITIONAL INFORMATION

Have you ever been employed by this organization in the past? Yes No

Have you ever had any convictions by any judicial body, other than traffic court offenses involving fines of \$25 or less?

If no, so state: Yes No

Offense	Court	Location	Date

Offense	Court	Location	Date

Have you ever been bonded? Yes No

If yes, provide employer information when so bonded and position for which bonded:

Employer	Address	Bonded Position

Have you ever been denied a Fidelity Bond in connection with any prior employment? Yes No

If yes, please explain:

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POSITION

Position You Are Applying For	Available Start Date	Desired Pay

Desired Office Location

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Desired Employment

Full Time Part Time Seasonal/Temporary - Desired Days/Hours: _____

MILITARY

Have you ever been in the Armed Forces? Yes No Discharge date: _____

Specialty

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EDUCATION

School Name (HS, College, Grad)	Location	Years Attended	Degree Received	Major

EMPLOYMENT HISTORY

Employer (1)	Job Title	Dates Employed	
Employer Phone Number	Starting Pay Rate	Ending Pay Rate	
Address	City	State	Zip
May we contact this employer? Yes No			

Employer (2)	Job Title	Dates Employed	
Employer Phone Number	Starting Pay Rate	Ending Pay Rate	
Address	City	State	Zip
May we contact this employer? Yes No			

Employer (3)	Job Title	Dates Employed	
Employer Phone Number	Starting Pay Rate	Ending Pay Rate	
Address	City	State	Zip
May we contact this employer? Yes No			

Employer (4)	Job Title	Dates Employed	
Employer Phone Number	Starting Pay Rate	Ending Pay Rate	
Address	City	State	Zip
May we contact this employer? Yes No			

REFERENCES

Name	Company	Relationship	Phone Number	Email Address