

SEGERS, SOWELL, STEWART & JOHNSON, P.A.

APPLICATION FOR EMPLOYMENT

Position Applying For

Title: _____ Desired Salary: _____

Personal Information

First Middle Last

Social Security Number

Street Address City State Zip County

(_____) (_____) _____
Home Phone Business Phone

Have you ever applied for employment with us?

Yes: _____ No: _____ If yes, when? _____

Work Eligibility

Are you eligible to work in the United States? Yes: _____ No: _____

When will you be available to begin work? _____

Are you currently working? Yes: _____ No: _____ If yes, may we contact your current employer?

Have you ever been convicted of or pleaded no contest to a felony within the last five years?

Yes: _____ No: _____ if yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud writing bad checks, and other related crimes within the last five (5) years? * Yes: _____ No: _____

If yes, please explain: _____

*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Education

	Name / Place of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate				
Undergraduate				
Graduate				
Other: _____				

Do you have other special training or skills (additional spoken or written languages, computer software knowledge, machine operation experience, etc.)?

Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

Position #1

Employer: _____

City, State: _____ Phone: _____

Job Title: _____ Name of Supervisor: _____

Employed (Month/Year) From: _____ to: _____ Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #2

Employer: _____

City, State: _____ Phone: _____

Job Title: _____ Name of Supervisor: _____

Employed (Month/Year) From: _____ to: _____ Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #3

Employer: _____

City, State: _____ Phone: _____

Job Title: _____ Name of Supervisor: _____

Employed (Month/Year) From: _____ to: _____ Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #4

Employer: _____

City, State: _____ Phone: _____

Job Title: _____ Name of Supervisor: _____

Employed (Month/Year) From: _____ to: _____ Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Conditions of Employment

Segers, Sowell, Stewart & Johnson, P.A. sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with Segers, Sowell, Stewart & Johnson, P.A., you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our clients feel comfortable and respected, including:

- ◆ Following our standards of professionalism
- ◆ Smiling and making eye contact
- ◆ Arriving on time
- ◆ Maintaining a positive, enthusiastic attitude
- ◆ Treating coworkers with respect
- ◆ Offering appreciation to clients
- ◆ Being honest and dedicated in your work
- ◆ Using proper phone etiquette
- ◆ Expediting clients' requests quickly and professionally
- ◆ Following company policies and procedures
- ◆ Assisting clients
- ◆ Following directions
- ◆ Meeting standards of work quality and quantity
- ◆ Maintaining a professional appearance and complying with the company dress code
- ◆ Accepting a work schedule that will require overtime

Are you willing and able to comply with all the requirements listed?

Yes: _____ No: _____

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

Agreement of the Transfer of Information

I declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Segers, Sowell, Stewart & Johnson, P.A. retains the same rights. No Segers, Sowell, Stewart & Johnson, P.A. representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and / or civil liabilities.

Signature

Date

Printed Name