



Application for Employment

Temporary

Temp or Perm

Permanent Only

First Name M.I. Last Name(s)
 Phone # Cell # Alt Phone # IM
 Address Apt # City/State Zip
 Permanent Address E-mail
 Drivers License #/State Social Security #
 How did you learn of us? Referred by?
 Emergency Contact Address/City/State
 Emergency Contact Phone #'s

Have you ever been convicted of or plead guilty to a crime? **Yes** **No**
A conviction record will not necessarily bar you from employment and such factors as your age, date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

EDUCATIONAL BACKGROUND:

High School Attended Graduated? Yes No
 Business/Trade School Certificate In Yes No
 College/University City/State
 Degree Major Graduated? Yes No GPA
 Graduate School City/State
 Graduated? Yes No Focus GPA

CERTIFICATIONS: Number State Year Current ?
 CPA Yes No
 Other Yes No

DESCRIBE ANY FOREIGN LANGUAGE SKILLS?

EMPLOYMENT HISTORY: *List most recent position first. All blanks must be filled in.*

Company From: To: Supervisor
 City/State Phone # Ending Salary
 Position & Specific Duties
 Annual Sales
 Type of Business Reason for Leaving

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Previous Temporary Employment

Company Assigned to: From: To: Hourly Rate:
Supervisor / Title: Phone:
Position / Duties:
Temporary Service: Recruiter:

Company Assigned to: From: To: Hourly Rate:
Supervisor / Title: Phone:
Position / Duties:
Temporary Service: Recruiter:

Company Assigned to: From: To: Hourly Rate:
Supervisor / Title: Phone:
Position / Duties:
Temporary Service: Recruiter:

Professional References:

Name: Title:
Current Company: Phone:
Worked Together at: From: To:

Name: Title:
Current Company: Phone:
Worked Together at: From: To:

Name: Title:
Current Company: Phone:
Worked Together at: From: To:

Personal Reference:

Name: Title:
Current Company: Phone:
Relationship:

Please proceed to Page #3. You will need to sign page # 3 when you come to our office for your initial interview.

Accounting Connections Application for Employment - Page 3 of 4

I understand that this application will be given due consideration, but its receipt does not imply that I will be employed. I authorize Accounting Connections (hereafter AC) to verify any statements contained in this application and to conduct any credit or background investigations deemed necessary. I understand that, if accepted for employment, I will be working for you on your payroll, at your client's premises. I agree that I will obtain your permission before discussing permanent employment with your client, if I receive an offer of permanent employment from an AC client company as a result of your introduction, I will notify AC immediately. I understand that any information I learn while working for a client is to be kept confidential. While employed by AC on a temporary assignment, I will never render an opinion or sign a financial statement or tax return on behalf of AC.

AC has a very strict "NO DRUG POLICY," and I have signed a consent form to submit to drug testing as required. I understand that my failure to comply with this agreement will be grounds for immediate termination.

I agree, if employed by you, that if I ever make claims against you for personal injuries, upon your request I shall submit to examinations by physicians of your selection. I will hold you harmless from any claims including, but not limited to, personal injury or illness as a result of my providing false or misleading information on this application. I agree to take a drug and alcohol test if I have an on-the-job injury while your employee.

I understand that, if employed, my employment will not be for any fixed period of time, and may be terminated by AC at any time, with or without cause. I understand that I am expected to complete any assignment I accept. If I do not complete the assignment, then AC can assume that I have voluntarily quit. Without limiting the rights of AC under the previous sentence, I understand that any misrepresentation, omission or false statement by me in this application will subject me to immediate termination if I have been employed.

Applicant Signature

Printed Name

Date

For Official Use Only:

Please proceed to Page #4. Page #4 is an assessment of your skills and experience. All you need do is place a click next to your areas of expertise. This will enable us to place you in a position that fits your skillset. Thanks for your time, you are almost done.

Skills Inventory

AP Accounts Payable

APAP	<input type="checkbox"/>	Automated Posting
APMN	<input type="checkbox"/>	Manual Posting
APAG	<input type="checkbox"/>	Aging Report
APPJ	<input type="checkbox"/>	Purchase Journal
APDJ	<input type="checkbox"/>	Cash Disb Journal
APCP	<input type="checkbox"/>	Check Preparation
APEI	<input type="checkbox"/>	Extend Invoices
APMT	<input type="checkbox"/>	Matching
APCD	<input type="checkbox"/>	Coding
APVP	<input type="checkbox"/>	Voucher Prep
APAN	<input type="checkbox"/>	Analysis
APGL	<input type="checkbox"/>	Reconcile to GL

AR Accounts Receivable

ARAP	<input type="checkbox"/>	Automated Posting
ARMN	<input type="checkbox"/>	Manual Posting
ARAG	<input type="checkbox"/>	Aging Report
ARCR	<input type="checkbox"/>	Cash Receipts
ARSJ	<input type="checkbox"/>	Sales Journal
ARCA	<input type="checkbox"/>	Cash Application
ARCB	<input type="checkbox"/>	Chargebacks
ARIP	<input type="checkbox"/>	Billing Invoice Prep
ARAN	<input type="checkbox"/>	Analysis
ARGL	<input type="checkbox"/>	Reconcile to GL
ARMM	<input type="checkbox"/>	Medicare/Medicaid
ARCC	<input type="checkbox"/>	Reconcile Credit Cards

CC Credit / Collections

CCCM	<input type="checkbox"/>	Commercial
CCCN	<input type="checkbox"/>	Consumer
CCCA	<input type="checkbox"/>	Credit Approval
CCDB	<input type="checkbox"/>	D & B
CCUC	<input type="checkbox"/>	UCC Filings
CCBC	<input type="checkbox"/>	Bankruptcy Comm.
CCAD	<input type="checkbox"/>	Automated Dialing

PR Payroll

PRPL	<input type="checkbox"/>	# of People
PROS	<input type="checkbox"/>	Outside Service
PRIH	<input type="checkbox"/>	In-House
PRTX	<input type="checkbox"/>	Tax Computations
PRQT	<input type="checkbox"/>	Quarterly Taxes
PRMS	<input type="checkbox"/>	Multistate
PRSC	<input type="checkbox"/>	Sales Commission

INV Inventory

IPUR	<input type="checkbox"/>	Purchasing
PIPHY	<input type="checkbox"/>	Physical

GL General Ledger

GLMN	<input type="checkbox"/>	Manual Posting
GLAU	<input type="checkbox"/>	Automated
GLPO	<input type="checkbox"/>	Posting Only
GLTB	<input type="checkbox"/>	Trial Balance
GLJE	<input type="checkbox"/>	Journal Entries
GLWU	<input type="checkbox"/>	Write-Ups

REC Reconciliations

BREC	<input type="checkbox"/>	Bank Statment to GL
SREC	<input type="checkbox"/>	Subledger to GL

FS Financial Statements

FSPR	<input type="checkbox"/>	Preparation
FSID	<input type="checkbox"/>	Individual
FSPT	<input type="checkbox"/>	Partnerships
FSCO	<input type="checkbox"/>	Corporate
FSCN	<input type="checkbox"/>	Consolidated
FSIN	<input type="checkbox"/>	International

AUDT Auditing

AINT	<input type="checkbox"/>	Internal
AEDP	<input type="checkbox"/>	EDP
ACRT	<input type="checkbox"/>	Certified
AFIN	<input type="checkbox"/>	Financial
AOPR	<input type="checkbox"/>	Operational
ASCP	<input type="checkbox"/>	Prepare Schedules
AANL	<input type="checkbox"/>	Account Analysis
AICA	<input type="checkbox"/>	Int. Control Analysis

FA Fixed Assets

FADC	<input type="checkbox"/>	Depreciation Calc
FAIN	<input type="checkbox"/>	Inventory
FACV	<input type="checkbox"/>	Capitalization Value
FABV	<input type="checkbox"/>	NBV Calculations

COST Cost Accounting

CJOB	<input type="checkbox"/>	Job
CSTD	<input type="checkbox"/>	Standard
CPRO	<input type="checkbox"/>	Process
CDIR	<input type="checkbox"/>	Direct
CABC	<input type="checkbox"/>	Activity Based
CVAR	<input type="checkbox"/>	Variance Analysis
CDVS	<input type="checkbox"/>	Develop Standards
CMRP	<input type="checkbox"/>	MRP

TAX Taxes

TXSL	<input type="checkbox"/>	Sales
TXPR	<input type="checkbox"/>	Payroll
TXIV	<input type="checkbox"/>	Individual
TXPT	<input type="checkbox"/>	Partnership
TXCO	<input type="checkbox"/>	Corporate
TXCN	<input type="checkbox"/>	Consolidated
TXIN	<input type="checkbox"/>	International
TXFR	<input type="checkbox"/>	Franchise
TXLO	<input type="checkbox"/>	Local
TXST	<input type="checkbox"/>	State
TXFD	<input type="checkbox"/>	Federal
TXRE	<input type="checkbox"/>	Research
TXCM	<input type="checkbox"/>	Compliance
TXRG	<input type="checkbox"/>	Current on Regs

FP Financial Analysis

FPM	<input type="checkbox"/>	Monthly Analysis
FPIC	<input type="checkbox"/>	Forecasting
FPBD	<input type="checkbox"/>	Budgeting
FPRO	<input type="checkbox"/>	ROI
FPCM	<input type="checkbox"/>	Cash Management
FPIN	<input type="checkbox"/>	Investments
FPMA	<input type="checkbox"/>	Mergers/Acquisition
FPSP	<input type="checkbox"/>	Strategic Planning
FPNA	<input type="checkbox"/>	Narratives
FPPR	<input type="checkbox"/>	Presentations

REG Regulatory

GOVC	<input type="checkbox"/>	Gov Contracts
CAS	<input type="checkbox"/>	CAS
FAS	<input type="checkbox"/>	FAS
DAR	<input type="checkbox"/>	DAR
IOPO	<input type="checkbox"/>	IPO
SEC	<input type="checkbox"/>	SEC Regs
10K	<input type="checkbox"/>	10K
10Q	<input type="checkbox"/>	10Q
S1	<input type="checkbox"/>	S1
S2	<input type="checkbox"/>	S2
REVA	<input type="checkbox"/>	Revenue

SOX Sarbanes-Oxley

SIKC	<input type="checkbox"/>	I.D. Key Cntrls
SDOC	<input type="checkbox"/>	Documentation
STST	<input type="checkbox"/>	Testing
SCER	<input type="checkbox"/>	Certification

COMP Computer Experience

CEDE	<input type="checkbox"/>	Data Entry
K10+	<input type="checkbox"/>	10 Key
CECN	<input type="checkbox"/>	Conversions

SOFT Software Experience

ACS	<input type="checkbox"/>	Access
APAC	<input type="checkbox"/>	AccPac
ADP	<input type="checkbox"/>	ADP
AIC	<input type="checkbox"/>	AICPA
AMSI	<input type="checkbox"/>	AMSI
BDTK	<input type="checkbox"/>	BidTek
CALD	<input type="checkbox"/>	Calidus
CRDN	<input type="checkbox"/>	Ceridian
CGRM	<input type="checkbox"/>	Cougar Mountain
CTAX	<input type="checkbox"/>	Computax
CRYS	<input type="checkbox"/>	Crystal Reports
CYMA	<input type="checkbox"/>	CYMA
DBAS	<input type="checkbox"/>	DBase
ERP	<input type="checkbox"/>	ERP Systems
EXCL	<input type="checkbox"/>	Excel
FDWR	<input type="checkbox"/>	Am. Fundware
FTAX	<input type="checkbox"/>	Fast Tax
1CHO	<input type="checkbox"/>	First Choice
GPLN	<input type="checkbox"/>	Great Plains
GPLD	<input type="checkbox"/>	Great Plains Dyn
JDED	<input type="checkbox"/>	JD Edwards
LAC	<input type="checkbox"/>	Lacerte
LWSN	<input type="checkbox"/>	Lawson
MCOL	<input type="checkbox"/>	Macola
MAS9	<input type="checkbox"/>	Mas 90
MAS2	<input type="checkbox"/>	Mas 200
MAX	<input type="checkbox"/>	Maxwell
MEDS	<input type="checkbox"/>	MediSoft
MEDM	<input type="checkbox"/>	Medical Manager
MIP	<input type="checkbox"/>	MIP
MUPL	<input type="checkbox"/>	Multiplan
MUMT	<input type="checkbox"/>	Multimate
MYOB	<input type="checkbox"/>	MYOB
NOVL	<input type="checkbox"/>	Novell
NVSN	<input type="checkbox"/>	Navision
ONWT	<input type="checkbox"/>	OneWrite
OPEN	<input type="checkbox"/>	OpenSystems
ORCL	<input type="checkbox"/>	Oracle
PADX	<input type="checkbox"/>	Paradox
PECH	<input type="checkbox"/>	Peachtree
PLSF	<input type="checkbox"/>	PeopleSoft
PLAT	<input type="checkbox"/>	Platinum
PPAY	<input type="checkbox"/>	Prime Pay
PWPR	<input type="checkbox"/>	Power Point
QTRO	<input type="checkbox"/>	Quattro Pro
QBPR	<input type="checkbox"/>	QuickBooks Pro
REPS	<input type="checkbox"/>	Report Smith
REAL	<input type="checkbox"/>	Real World
SAP	<input type="checkbox"/>	SAP
SEBL	<input type="checkbox"/>	Siebel
SKYL	<input type="checkbox"/>	Skyline
SOLM	<input type="checkbox"/>	Solomon
SPCL	<input type="checkbox"/>	Supercalc
TMBR	<input type="checkbox"/>	Timberline
TMSL	<input type="checkbox"/>	Timeslips
TTAX	<input type="checkbox"/>	TurboTax
WORD	<input type="checkbox"/>	Word

SOFT Software

WPRF	<input type="checkbox"/>	WordPerfect
WRKS	<input type="checkbox"/>	Works
YARD	<input type="checkbox"/>	Yardi
OTHR	<input type="checkbox"/>	Other

HARD Hardware Exp.

AS40	<input type="checkbox"/>	AS400
IBM	<input type="checkbox"/>	IBM or Compat
MACI	<input type="checkbox"/>	Macintosh
MFRM	<input type="checkbox"/>	Mainframes
OTH2	<input type="checkbox"/>	Other

INDUS Industry Exp.

AG	<input type="checkbox"/>	Agriculture
BANK	<input type="checkbox"/>	Banking
COMM	<input type="checkbox"/>	Communications
CNST	<input type="checkbox"/>	Construction
DIST	<input type="checkbox"/>	Distribution
EDUC	<input type="checkbox"/>	Education
ENGR	<input type="checkbox"/>	Engineering
FSV	<input type="checkbox"/>	Financial Svcs
FRAN	<input type="checkbox"/>	Franchise
GAM	<input type="checkbox"/>	Gaming
GOV	<input type="checkbox"/>	Government
HEAL	<input type="checkbox"/>	Healthcare
TECH	<input type="checkbox"/>	High Tech
HOLD	<input type="checkbox"/>	Hold/Invest
HOST	<input type="checkbox"/>	Hospitality
INSR	<input type="checkbox"/>	Insurance
INTL	<input type="checkbox"/>	International
INT	<input type="checkbox"/>	Internet
LGL	<input type="checkbox"/>	Legal
MFG	<input type="checkbox"/>	Manufacturing
MINE	<input type="checkbox"/>	Mining
NONP	<input type="checkbox"/>	Non-Profit
OGAS	<input type="checkbox"/>	Oil & Gas
PRMC	<input type="checkbox"/>	Property Mgmt.
PBLC	<input type="checkbox"/>	Public Accounting
RLES	<input type="checkbox"/>	Real Estate
RTAL	<input type="checkbox"/>	Retail
SRVS	<input type="checkbox"/>	Services
SOFT	<input type="checkbox"/>	Software
TMBR	<input type="checkbox"/>	Timber
TPOR	<input type="checkbox"/>	Transportation
UTIL	<input type="checkbox"/>	Utilities
VCAP	<input type="checkbox"/>	Venture Cap/Startup
WSL	<input type="checkbox"/>	Wholesale