



CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

An Equal Opportunity Employer

2005 West Broadway, Ste. 100, Columbia, MO 65203
OFFICE (573) 442-6171 FAX (573) 777-7800

3220 West Edgewood, Ste. E, Jefferson City, MO 65109
OFFICE (573) 635-6196 FAX (573) 644-7240

www.williamskeepers.com

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR:

Title _____ Department _____

PERSONAL INFORMATION:

Name _____
(Last, First, Middle Initial)

Address _____
(Street, City, State, Zip Code)

Preferred Phone Number _____

Preferred Email Address _____

Which method of contact do you prefer? Phone Email

Have you been employed under other names? Yes No

If so, List Name(s) _____

How did you find out about this opening?

Web page (Careers Page)

Human Resources Office

Williams-Keepers LLC Employee - Please name employee if referred _____

Newspaper (Identify) _____

College Campus Activity/Career Services Center Posting

Other (Please explain) _____

Are you authorized to work in U. S.? Yes No

If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.

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EDUCATION: List all education beginning with most recent. Indicate a diploma or degree, if completed, including GED.

College _____ No. of Years Attended _____

Location _____

Graduated? Yes Degree _____

No If not a graduate, approximate number of credit hours completed _____

Other _____ No. of Years Attended _____

Location _____

Graduated? Yes Degree _____

No If not a graduate, approximate number of credit hours completed _____

High School _____ No. of Years Attended _____

Location _____

Graduated? Yes Degree _____

No

General Education Diploma? Yes Year Awarded _____

No

OFFICE AND COMPUTER SKILLS: Check all that apply.

Typing, wpm _____

Microsoft Word

Microsoft Excel

Access

PowerPoint

Outlook

Ten Key by Touch

Design Software

Apple/Mac

PC/IBM

Network Administration

Other, please specify _____

SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES: List technical or specialized skills/credentials relevant to this job, including drivers license (list type of license and name of state where issued), certifications, professional licenses, registrations held (include certifications / registration number and expiration date) and knowledge of any specialized computer software or hardware.

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EMPLOYMENT HISTORY: List all applicable employment, beginning with the most current position held. Show employment history for at least 10 years or from the time you left school (if additional room is needed, please add supplementary pages). Explain gaps in employment history. You may attach a résumé, but you must complete the employment section. This information will be used in reference checks. Failure to answer all items in the following sections may eliminate you from further consideration.

Position Title _____ Employed from: ____/____/____ to: ____/____/____
Organization _____ Phone _____
Address _____
Salary Start: \$ _____ Final \$ _____ Full-time Part-time Hours/week _____
Supervisor _____ May we contact for a reference? Yes No
Reason for Leaving _____
General Duties _____

Position Title _____ Employed from: ____/____/____ to: ____/____/____
Organization _____ Phone _____
Address _____
Salary Start: \$ _____ Final \$ _____ Full-time Part-time Hours/week _____
Supervisor _____ May we contact for a reference? Yes No
Reason for Leaving _____
General Duties _____

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PLEASE READ CAREFULLY AND SIGN:

I certify that the aforementioned statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or for subsequent termination without notice. I agree that all rules, orders and regulations affecting my employment shall constitute a part of my appointment or employment. I further understand that Williams-Keepers LLC has the right to review my education, previous employment, and driving records prior to making an offer of employment and my criminal record and credit record after a conditional offer of employment has been made.

Applicant's Signature _____ Date _____

NOTICE OF NONDISCRIMINATION: Per Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000e, et seq.); 42 U.S.C. § 1981 and § 1983; the Missouri Human Rights Act (Mo. Rev. Stat. Ch. 213), the Age Discrimination in Employment Act of 1967, as amended; the National Labor Relations Act, as amended; the Employee Retirement Income Security Act of 1974; the Americans with Disabilities Act (42 U.S.C. § 206, et seq.) and the Rehabilitation Act of 1973 (29 U.S.C. § 791, et seq.), the Equal Pay Act of 1963 (29 U.S.C. § 206, et seq.), and applicable municipal codes, Williams-Keepers LLC does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, gender, age, marital status, disability, or status as disabled veteran of the Vietnam Era. Any person having inquiries concerning Williams-Keepers LLC's compliance with these regulations is directed to contact the firm's Human Resources Department at: Human Resources, Williams-Keepers LLC, 2005 West Broadway, Suite 100, Columbia, MO 65203.



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