

# Application for Employment

## Non-Discrimination Policy

In compliance with the Civil Rights Act of 1954 and our Company philosophy, we do not discriminate based on race, creed, color, sex, age, national origin, citizenship, handicap, marital status, veteran status or sexual preference.

<b>PERSONAL</b>	Last Name	First Name	Middle Initial	Date
	Street Address			Home Telephone
	City, State, Zip			Business Telephone
	Have you ever applied for employment with us before? ____ Yes ____ No If yes, Month: Year:			
	Position Desired			Pay Expected
	Are you eligible for employment in the United States? ____ Yes ____ No			E-mail Address
	Special training or skills (languages, computer software, etc.)			

<b>EDUCATION</b>	School	Name & Location of School	Course of Study	Number of Years Completed	Did You Graduate?	Degree or Diploma

Membership in Professional or Civic Organizations
(Exclude those which may disclose your race, color, religion, national origin or sexual preference)

<b>WORK AVAILABILITY</b>		
If your application receives favorable consideration, when will you be available to begin work?		
Do you have any objection to working overtime?	Yes	No
Can you work overtime without prior notice?	Yes	No
Can you work on Saturdays?	Yes	No
Can you work on Sundays?	Yes	No
Can you travel if required by this position?	Yes	No
Do you have reliable transportation?	Yes	No



<b>BACKGROUND</b>	
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe in full.	
Are you currently or have you ever been disbarred from practice by the Department of Treasury? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", explain.	
Are you current in the filing of your tax returns and payment of all tax liabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", why not?	
Are you currently or have you ever been employed as a tax preparer? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please attach a copy of any non-compete agreement.	
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	How long at previous address? _____ Years
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", with what employers?	What was your previous address?

<b>ADDITIONAL COMMENTS</b>

<b>SIGNATURE</b>	<p>The information provided in this Application for Employment is true, correct, and complete. I understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.</p> <p>I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p> <p>If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>
	<p>_____</p> <p>Date <span style="margin-left: 200px;">Signature</span></p>

PLEASE COMPLETE AND SIGN THE BACKGROUND RESEARCH RELEASE FORM ON THE BACK OF THIS APPLICATION.



# BACKGROUND RESEARCH RELEASE

## Authorization and General Release

The undersigned \_\_\_\_\_ in connection with this application authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to The Income Tax School, Inc. or its agents and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date