

EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE Today's Date _____

First Name *MI* *Last Name* *Preferred Name/Nickname*

Street Address *Apt #* *City* *State* *Zip Code*

Home Phone *Alternate/Work Phone* *Email Address*

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION

Are you interested in: Full Time Part Time Temporary

What schedule would you prefer? Weekdays Weekends Evenings Nights

How did you hear about the position? Classified Ad Friend (Name) Radio Internet

Desired Pay: Hourly Pay \$ _____ Annual Pay \$ _____ \$ _____

(Minimum, if applicable) Minimum Desired

When are you able to start work? Date: _____

If onsite work is required what areas would you be able to cover? _____

Position desired

- Staff Accountant
- Senior Bookkeeper
- QuickBooks Online Bookkeeper
- QuickBooks Dekstop Bookkeeper
- Junior Bookkeeper
- Intern

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you authorized to work in the United States? Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, **Turn Key Office LLC** will verify the status of every individual offered employment with Turn Key Office LLC. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Turn Key Office LLC is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, **Turn Key Office LLC** complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. **Turn Key Office LLC** also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Are you under 18 years of age?	___ Yes	___ No
If yes, can you furnish a work permit?	___ Yes	___ No
Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?	___ Yes	___ No

PLEASE LIST YOUR MOST RECENT WORK EXPERIENCE BELOW IF IT IS NOT LISTED ON YOUR RESUME.

	EMPLOYER NAME	YOUR POSITION and TITLE		
FROM ____ / ____ Month Year	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$
TO ____ / ____ Month Year	TELEPHONE NUMBER ()		TERMINATION ___ VOLUNTARY ___ INVOLUNTARY	REASON
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>			

EDUCATION:

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

PROFESSIONAL DESIGNATIONS:

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

PROFESSIONAL LICENSES:

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER

REFERENCES: Please list three professional references

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to Turn Key Office LLC for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate Turn Key Office LLC to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, and provided in any other materials, is true and complete to the best of my knowledge. My signature also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any material fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, subsequent termination from Turn Key Office LLC's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with Turn Key Office LLC in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between

Turn Key Office LLC and me, and that in the event I am hired, my employment will be “at will” and either Turn Key Office LLC or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by Turn Key Office LLC to its employees is intended to or can create an employment contract, an offer of employment or any obligation on Turn Key Office LLC’s part. Turn Key Office LLC may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize Turn Key Office LLC and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize Turn Key Office LLC and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary, hourly or contract employee, I understand that I will be an employee of Turn Key Office LLC and not of any client of Turn Key Office LLC. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between Turn Key Office LLC and each client to whom I may be assigned which will restrict and require the client to pay a damage fee to Turn Key Office LLC in the event that I accept direct employment or direct contract work. In addition, if hired by Turn Key Office LLC, I agree to pay \$10,000 in damages to Turn Key Office LLC, if I accept direct employment or contracting arrangements with any client or referral of Turn Key Office LLC without an expressly written release. I agree to notify Turn Key Office LLC immediately should I be offered direct employment by a client (or by ANY referral of the client to any client subsidiary or affiliated company), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended for a period of 24 months. This restriction does not preclude me from working with other clients with whom I have a pre-established or independent relationship.

SIGNED: _____

DATE: _____