



## Employment Application

BKM Sowan Horan, LLP is an equal opportunity employer.

Please complete each question fully and accurately. All answers will be kept confidential.

**General Information:**

Position(s) applied:                      Full Time                      Part-time

Position Desired: \_\_\_\_\_

Salary Desired:                      \$ \_\_\_\_\_

\_\_\_\_\_

Last Name	First Name	Middle Initial	Phone Contact
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\_\_\_\_\_

Residential Address	City	St	Zip Code
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Will you relocate?                      Yes                      No                      Will you travel?                      Yes                      No

**Work Experience:**

List names of employers in consecutive order with present or last employer listed first.

Employer's Name and Address	Dates employed (month/year)	Position(s)/ Compensation	Supervisor Name and Number	Reason for leaving

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Are you presently employed?      Yes      No

May we contact the employers listed above?      Yes      No

If no, which ones should we not contact? \_\_\_\_\_

**Education and Certifications:**

Please list all High Schools, Colleges and Other Schools attended.

School Name	School Address	Grade/Degrees completed	Subject Studied or Major

CPA License Number \_\_\_\_\_ State \_\_\_\_\_

**References:**

Please provide 3 references we can contact.

Name/Company	Title	Years Known	Phone

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### Employment Application

Please note that background checks may be performed; however, disclosure of a criminal record will not automatically disqualify you from employment. The nature of the offense, date and the job for which you are applying will also be considered.

Have you ever been convicted of a misdemeanor or felony crime?      Yes      No

Are you now or do you expect to be engaged in any other business or employment?  
Yes      No

In making this application for employment an investigative consumer report may be prepared whereby information is obtained through personal interviews and sourcing public and personal records. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I understand that completion of this Application for Employment does not guarantee that I have been employed by this firm.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application negatively.

I understand that any misrepresentation or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Firm until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand the Firm may perform an extensive background investigation on its employees as a condition of employment. By submitting this Application for Employment, I hereby consent to investigation, at the Firm's discretion.

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State of Issue

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



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### Request for Transcript of Academic Records

I hereby authorize \_\_\_\_\_ to release a copy of my official transcript of my academic record to BKM Sowan Horan, LLP.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: \_\_\_\_\_

_____	_____	_____
Name	Maiden Name	SS#
_____	_____	_____
Date of Birth	Do you require sponsorship to work in the US?	Yes      No
_____	_____	
Signature	Date	



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Please read carefully before signing:

BKM Sowan Horan LLP, hereinafter referred to as "The Firm" may wish to obtain and use a "consumer report" about you, from a "consumer reporting agency" under the following circumstances:

- § When evaluating your application for employment.
- § When deciding whether to offer you employment.
- § When deciding whether to promote you, reassign you, or to continue your employment (if you are hired).
- § When other employment-related decisions directly affect you.

These terms are defined in the Fair Credit Reporting Act, 15 U.S.C.S. 1681 et seq. ("FCRA"):

- § "Consumer reporting agency" means a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others.
- § "Consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used, or expected to be used or collected for the purpose of serving, as a factor in establishing the consumer's eligibility for, among other things, employment purposes.

As an applicant for employment, or employee of, The Firm you are a "consumer" with rights under the FCRA.

If the Firm obtains a consumer report about you, and if we intend to make an employment-related decision that adversely affects you, based in whole or in part on that report you will be provided with a copy of that report before the Firm makes a final decision.

Any decision regarding your employment will be made by The Firm and not by the consumer-reporting agency. You are also free to contact the Federal Trade Commission about your rights under the FCRA, as a "consumer," with regard to consumer reports and consumer reporting agencies.

**AUTHORIZATION FOR Third party TO OBTAIN CONSUMER REPORT FOR EMPLOYMENT PURPOSES**

By signing below, I hereby certify that I have read and understand *completely* the Fair Credit Reporting Act Disclosure (the "Disclosure") that has been provided to me by BKM Sowan Horan LLP.

I hereby authorize The Firm to obtain for employment purposes a consumer report and/or a motor vehicle report about me and to consider such reports when making decisions regarding my employment.

I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed in the above Disclosure provided to me by BKM Sowan Horan LLP.

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Applicant/Employee Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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BKM Sowan Horan, LLP