



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name					
Present Address					
City		State		Zip Code	
Permanent Address					
City		State		Zip Code	
Phone		Email			

POSITION APPLYING FOR

Position		Desired Pay Rate	
Date you can start?			
Are you willing to work 25 hours or more per week?			
Did you file a tax return last year?			

Availability during the tax season (*January thru April*)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you legally permitted to be employed in the United States?						
Have you ever been convicted of a felony?						
If so, please explain.						

EMPLOYMENT HISTORY

Are you currently employed?					
If so, may we contact your employer?					
Employer Name		Employer Phone Number			
Employer Contact Name					

PREVIOUS EMPLOYMENT (*List your last three positions*)

Company Name/Address	Phone Number	Dates From/To	Position	Rate of Pay	Reason for leaving

EDUCATION

Name and Location of School		Last Year Completed	Did you Graduate Yes/No	Subjects Studied and/or Degree Received
High School				
College				
Trade, Business or Correspondence School				
Subjects of special study or research work				
Job Related Skills (<i>typing, bilingual, computers, driver licenses</i>)				
Activities other than religious (<i>civic, athletics, etc.</i>)				

I certify that the facts contained in this application are true and complete to the best of my knowledge and that I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize and investigation of all statements contained in this application, and employers and references listed above to give you all information requested regarding my previous employment an any other pertinent information they may have, personal or otherwise, and release the company from liability for damages that may result from the use of this information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing, unless it is in writing and signed by an authorized company representative.

This wavier does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Name

Date

X-TAX is an equal opportunity employer. We do not discriminate on the basis of race, gender, religion, color, national origin, sexual orientation, age, marital status, veteran status, or disability status. All employees and contractors of X-TAX are responsible for maintaining a work culture free from discrimination and harassment by treating others with kindness and respect."