



**Education**

	High School	Technical School	College	Other
School Name and Location				
Years Completed	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma/Degree?	Yes No	Yes No	Yes No	
Major Course(s) of Study				

**Licenses/Certificates - List any licenses or certificates attained that are relevant to the position:**

**Employment Experience**

Start with your present or most recent position.

<b>Employer:</b>	<b>Dates Employed:</b> From _____ To _____ (Mo/Yr) (Mo/Yr)	<b>Supervisor:</b>
<b>Address:</b>	<b>Phone Number:</b>	<b>Position Held:</b>
<b>Reason for Leaving:</b>		
<b>Final Salary:</b>		

<b>Employer:</b>	<b>Dates Employed:</b> From _____ To _____ (Mo/Yr) (Mo/Yr)	<b>Supervisor:</b>
<b>Address:</b>	<b>Phone Number:</b>	<b>Position Held:</b>
<b>Reason for Leaving:</b>		
<b>Final Salary:</b>		

<b>Employer:</b>	<b>Dates Employed:</b> From _____ To _____ (Mo/Yr) (Mo/Yr)	<b>Supervisor:</b>
<b>Address:</b>	<b>Phone Number:</b>	<b>Position Held:</b>
<b>Reason for Leaving:</b>		
<b>Final Salary:</b>		

<b>Employer:</b>	<b>Dates Employed:</b> From _____ To _____ (Mo/Yr) (Mo/Yr)	<b>Supervisor:</b>
<b>Address:</b>	<b>Phone Number:</b>	<b>Position Held:</b>
<b>Reason for Leaving:</b>		
<b>Final Salary:</b>		

***References***

List three (3) professional references who are not related to you:

<b>Name:</b>	<b>Relationship:</b>	<b>Telephone Number:</b>
<b>Name:</b>	<b>Relationship:</b>	<b>Telephone Number:</b>
<b>Name:</b>	<b>Relationship:</b>	<b>Telephone Number:</b>

Please state any additional information you feel may be helpful to us in considering your application:

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**CERTIFICATION – PLEASE READ CAREFULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK BEFORE SIGNING.**

1. I certify that the information contained in this application is true and correct to the best of my knowledge, and understand that any false or misleading statements or omissions of fact in my application, resume or other materials or during interviews, whenever discovered, regarding this application are grounds for disqualification from further consideration or for dismissal from employment at Cosgrave Vergeer Kester LLP.
2. It is the policy of Cosgrave Vergeer Kester LLP to hire only U.S. citizens and aliens who are authorized to work in this country. As a condition of employment, I understand that I will be required to produce original documents establishing my identity and authorization to work, and to complete U.S. Immigration and Naturalization Service Form I-9.
3. I understand that any offer of employment I may receive from Cosgrave Vergeer Kester LLP is contingent upon successful completion of the Firm's employment screening process, which may include information obtained from a third-party consumer reporting agency for employment purposes. I understand that Cosgrave Vergeer Kester LLP may also conduct a criminal history check and may inquire into and consider any criminal convictions records that I may have in accordance with state law. I also understand that Cosgrave Vergeer Kester LLP may withdraw a conditional employment offer if it determines that I have a criminal conviction on record that bears a rational relationship to the duties and responsibilities of the position for which I am applying.
4. I authorize Cosgrave Vergeer Kester LLP to verify all references and information provided by me, and release Cosgrave Vergeer Kester LLP, any person or company responding to any reference, or information from any claim or liability regarding any information or opinion supplied. I authorize my listed references, past employers and educational institutions, and anyone else who has information about work history, education, qualification, or fitness, to provide such information to Cosgrave Vergeer Kester LLP. I understand that any offer of employment is subject to attainment of satisfactory references.
5. If employed by Cosgrave Vergeer Kester LLP, I agree to conform to the guidelines and policies of Cosgrave Vergeer Kester LLP.
6. If employed by Cosgrave Vergeer Kester LLP, I understand that I may be required to provide official transcripts verifying any higher education attendance that I have listed on the application. I further acknowledge that Cosgrave Vergeer Kester LLP may withdraw an employment offer if these official transcripts are not received in a timely manner.
7. I understand and agree that this employment application is not a contract of employment and that it will become part of my employment record if I am employed by Cosgrave Vergeer Kester LLP.
8. I understand that this application will be considered active for a period of time not to exceed 90 calendar days. If I wish to be considered for job openings more than ninety days from the date signed, I will need to submit a new application.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**