



# Practice Application for Employment

## General Information:

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Current Fax Number: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

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

Mobile Phone Number: \_\_\_\_\_

Position Desired \_\_\_\_\_ \$ \_\_\_\_\_ Present Salary \$ \_\_\_\_\_ Salary Desired \_\_\_\_\_ Earliest Start Date \_\_\_\_\_  
 Part-Time  Full-Time

Have you ever applied to SB & Company, LLC before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

How did you find out about SB & Company, LLC? \_\_\_\_\_

Are you legally permitted to work in this country?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)  Yes  No

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, give details on a separate page and attach to the application.

*Note: a criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements*

## Education / Training:

Please list all colleges/universities attended

College/University	1.	2.	3.
City, State			
Dates Attended*			
Degree and Graduation Date *			
Major			
Minor			
Overall GPA			
GPA in Major			
Number of Hours Worked Per Week While Attending College (If Applicable)			

\* For purposes of verifying education

List courses in major (and all courses related to position applied for), credit hours and final grades received

Course	School	Credit Hours	Grade

List applicable test results:      SAT Verbal\_\_\_\_\_      GRE Verbal\_\_\_\_\_      ACT\_\_\_\_\_

   SAT Math\_\_\_\_\_      GRE Math \_\_\_\_\_      LSAT\_\_\_\_\_

   SAT Total\_\_\_\_\_      GRE Total\_\_\_\_\_      GMAT\_\_\_\_\_

Scholastic honors and scholarships\_\_\_\_\_

**Professional Certification, Professional Organization Affiliations and Special Skills**

**CPA Status:** \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      **Active:** [ ] Yes [ ] No

   Parts Taken, Passed      State      License number

**Previous Experience (Start with current or most recent employer)**

From (Month/Year)      Firm Name      Phone #      Starting Salary      Last Salary

To (Month/Year)      Street      City      State      Zip

Job Title      Supervisor's Name      Supervisor's Title

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No      If no, why?

## Previous Experience, Contd.

From (Month/Year)      Firm Name      Phone #      Starting Salary      Last Salary

To (Month/Year)      Street      City      State      Zip

Job Title      Supervisor's Name      Supervisor's Title

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer?  Yes  No      If no, why?

From (Month/Year)      Firm Name      Phone #      Starting Salary      Last Salary

To (Month/Year)      Street      City      State      Zip

Job Title      Supervisor's Name      Supervisor's Title

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer?  Yes  No      If no, why?

## Additional Qualifications:

Please identify any additional knowledge, skills, qualifications, or awards that will be helpful to us in considering your application for employment.

\_\_\_\_\_



## Applicant's Certification:

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application, or termination of employment.

I understand an employee of SB & Company, LLC may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons, and organizations having relevant information or knowledge to provide it to SB & Company, LLC for the use in deciding whether or not to offer me employment. I hereby release SB & Company, LLC, its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established, my employment can be terminated at any time, with or without cause or notice, at the option of SB & Company, LLC or myself. I further understand that nothing contained in this application or in any other oral communication or representation from SB & Company, LLC or any SB & Company, LLC representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on SB & Company, LLC.

Further, if granted a position with SB & Company, LLC, I will comply with all of SB & Company, LLC policies and procedures, a copy of which will be provided on or before my first week of employment.

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

In signing this form, I certify that I understand all the questions and statements in this application.

Acknowledged: \_\_\_\_\_

Signature of Applicant

Date

**EEO Statement:** SB & Company, LLC is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, sex, age, national origin, veteran status, disability; or on any other basis prohibited by law.