

APPLICATION FOR EMPLOYMENT
KELLEY & FERRARO, LLP
Ernst & Young Tower, 950 Main Avenue, Suite 1300
Cleveland, OH 44113

Kelley & Ferraro, LLP is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Date: _____

Please print.

PERSONAL:

Name: _____

Address: _____

Phone number: _____ SS#: _____

Position Sought: _____

Type of Employment Desired: Full-Time Part-Time Temporary Internship

Date Available: _____ Salary Desired: _____

Are you over 18 years of age? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility).

Have you ever submitted an application with Kelley & Ferraro, LLP before? Yes No
If yes, please give date: _____

How did you learn about Kelley & Ferraro, LLP? (Circle One)

Advertisement	Friend	Walk-in
Recruiting Firm	Current Employee	Other: _____

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense? Yes No

If yes, explain: _____

EDUCATION:

High School:

No. of Yrs. Completed (circle one) 1 2 3 4

Diploma: ___ Yes ___ No G.E.D.: ___ Yes ___ No

School(s): _____ City/State: _____

_____ City/State: _____

College or University:

No. of Yrs. Completed (circle one) 1 2 3 4

Degree(s) or Certificate(s) Earned: _____

School(s): _____ City/State: _____

_____ City/State: _____

Major(s): _____

Vocational or Technical:

No. of Yrs. Completed (circle one) 1 2 3 4

Degree(s) or Certificate(s) Earned: _____

School(s): _____ City/State: _____

_____ City/State: _____

Major(s): _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, gender, national origin, age, disabilities, or veteran status.): _____

SKILLS:

Data Entry: ___ Typing: ___ w.p.m. MS Word: ___ MS Excel: ___ MS Access: ___

Please summarize special job-related skills and qualifications acquired from employment or other experience.

EMPLOYMENT:

Are you currently employed? ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

If any employment was under a different name, indicate name: _____

Please list last employer first, including U.S. Military Service.

Employer: _____ Address: _____

Supervisor: _____

Dates of Employment: _____

Job Title: _____

Duties: _____ FT ___ PT ___

Salary (Start and Final): _____

Reason for Leaving: _____

Employer: _____ Address: _____

Supervisor: _____

Dates of Employment: _____

Job Title: _____

Duties: _____ FT ___ PT ___

Salary (Start and Final): _____

Reason for Leaving: _____

Employer: _____ Address: _____

Supervisor: _____

Dates of Employment: _____

Job Title: _____

Duties: _____ FT ___ PT ___

Salary (Start and Final): _____

Reason for Leaving: _____

Employer: _____ Address: _____

Supervisor: _____

Dates of Employment: _____

Job Title: _____

Duties: _____ FT ___ PT ___

Salary (Start and Final): _____

Reason for Leaving: _____

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, explain: _____

REFERENCES:

Please give the name, address, and telephone number of three references, not relatives or former employers.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

APPLICANT'S CERTIFICATION AND AGREEMENT
PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Kelley & Ferraro, LLP to verify their accuracy and to obtain reference information on my work performance. I hereby release Kelley & Ferraro, LLP from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment with Kelley & Ferraro, LLP, and that this employment application will become part of my official employment record. I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that employment offered is for an indefinite duration and at-will, and that either I or Kelley & Ferraro, LLP may terminate my employment at any time with or without notice or cause.

I understand that any claim or lawsuit relating to my service with Kelley & Ferraro, LLP must be filed no more than six (6) months after the date of employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant: _____ Date: _____