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| **<Company Name>** <Address> <Address> | | | | | | | | BASIC EMPLOYEMENT APPLICATION | | | | | | | | | | | | | | | | |
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| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| **NAME** (*Lastname, Firstname Middle Initial*) | | | | | | | **DATE OF BIRTH** (*mm/dd/yyyy*) | | | | | | | | | | | | **POSITION APPLYING** | | | | | |
| Smith, John M. | | | | | | | mm/dd/yyyy | | | | | | | | | | | | Accounting Cleck | | | | | |
| **ADDRESS** (*Number, Street, City, State Zip Code*) | | | | | | | | | | | | | | | | | | | | | | | | |
| 8213 Lakeview Dr., Schenectady, NY 12302 | | | | | | | | | | | | | | | | | | | | | | | | |
| **TELEPHONE** (*Home*) | | | | **TELEPHONE** (*Mobile*) | | | | | | | | | | **EMAIL ADDRESS** | | | | | | | | | | |
| <Telephone Number> | | | | <Telephone Number> | | | | | | | | | | johnsmith@domain.com | | | | | | | | | | |
| **PLACE OF BIRTH** (*City, Country*) | | | | | | | | | | | | | | | | | | | | **CITIZENSHIP** | | | | |
| <Place of Birth, <Country> | | | | | | | | | | | | | | | | | | | | American | | | | |
| In case of accident, notify: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name** | | | | | | | | | **Relationship** | | | | | | | | | | | | | **Contact Number** | |
| Primary | <Name of Primary Contact> | | | | | | | | | <Relationship> | | | | | | | | | | | | | <Contact Number> | |
| Secondary | <Name of Secondary Contact> | | | | | | | | | <Relationship> | | | | | | | | | | | | | <Contact Number> | |
| **EDUCATION (m***ost recent***)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Level** | | **School Name** | | | | | | | | | | | **Period (Year)** | | | | | | | | | **Degree** | | |
| **From** | | | | **To** | | | | |
| <Level> | | | <School Name> | | | | | | | | | | <yyyy> | | | | <yyyy> | | | | | <Degree> | | |
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| **WORK EXPERERIENCE (**l*ast 3 latest only***)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Company / Location** | | | | | **Date (Year)** | | | | **Position** | | | | | | | | | **Reason for Leaving** | | | | | | |
| **From** | | **To** | |
| <Company Name> | | | | | <yyyy> | | <yyyy> | | <Position> | | | | | | | | | <Reason for Leaving> | | | | | | |
| <Company Address> | | | | |
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| **MAJOR SKILLS** | | | | | | | | | | | | | | | | | | | | | | | | |
| - MS Office Suits | | | | | - SAP Financial | | | | | | | | | | - Quickbooks Online | | | | | | | | | |
| - Freshbook | | | | | - Zero Accounting | | | | | | | | | |  | | | | | | | | | |
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| SIGNATURE | | | | | | DATE | | | | |  |  | | | |  | | | | |  | | |  |