



**SCHURING  
UITERMARKT**

**SIMS • MCCLEISH • VER MEER, P.C.**

*Certified Public Accountants*

# Career Application

**Integrity**

**Teamwork**

**Service**

**Accountability**

**Care**

SUSMV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics. In addition to federal law requirements, SUSMV complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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

### Applicant Information

Name

\_\_\_\_\_  
Last Name First Name Middle Initial

Contact Information

\_\_\_\_\_  
Street Address/PO Box City State Zip Code

\_\_\_\_\_  
Home Telephone Cell Phone (optional) email (optional)

### Alternative Contact Information

Name

\_\_\_\_\_  
Last Name First Name Middle Initial (optional)

Contact Information

\_\_\_\_\_  
Street Address/PO Box City State Zip Code

\_\_\_\_\_  
Home Telephone Cell Phone (optional) email (optional)

### Position Information

\_\_\_\_\_  
Desired Position Desired Wage Range

### General Information

Health

Are you able to perform the essential duties of the position for which you are applying for with reasonable accommodations?  Yes  No\*

Legal

Are you legally eligible to work in the United States?  Yes  No\*

Have you ever been convicted of a felony?  Yes\*  No

\*Explain:

### Position Awareness

How did you learn about the available position?

Newspaper or Shopper  Radio  Internet  Friend or Family Member  None of these options

**Work Experience** (list most recent first)

Date Began: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Products or Services Provided: \_\_\_\_\_

\_\_\_\_\_

Title and Responsibilities While Employed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Date Began: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Products or Services Provided: \_\_\_\_\_

\_\_\_\_\_

Title and Responsibilities While Employed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Date Began: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Products or Services Provided: \_\_\_\_\_

\_\_\_\_\_

Title and Responsibilities While Employed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Date Began: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Products or Services Provided: \_\_\_\_\_

\_\_\_\_\_

Title and Responsibilities While Employed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Military Experience

Are you currently a member of the armed services/reserves?  Yes Designate Branch Below

No

Are you a Veteran?  Yes \* Complete \*Date of Active Duty: \_\_\_\_\_

No

\*Date of Discharge: \_\_\_\_\_

\*Service Branch:  Army  Navy  Air Force  
 Marines  Coast Guard  National Guard

## Education

High School Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Did you graduate?  Yes  No - explain here: \_\_\_\_\_  
\_\_\_\_\_

Post-Secondary School Name(s): \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Describe the training received: \_\_\_\_\_  
\_\_\_\_\_

Did you graduate?  Yes  No – explain here: \_\_\_\_\_  
What degree(s) did you earn? \_\_\_\_\_

## Job Related Knowledge and Skills

Describe the knowledge and skills you possess that could benefit Schuring & Uitermarkt, PC?

## Professional Associations

List any job-related professional associations in which you participate. Do not include any associations that would identify age, race, color, sex, national origin, religion, disability, marital status, citizenship, veteran status, or sexual orientation.

## Career Interests and Goals

Describe career goals that Schuring & Uitermarkt, PC could help you achieve?

## Additional Questions

If you are hired, when can you begin work?

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Are you at least 18 years of age?

Yes  No

If less than 18 years of age, can you produce a work permit upon hire?

Yes  No

Do you have reliable transportation to and from work?

Yes  No

The hours for this job are regularly 8:00 a.m. to 5:00 p.m., Monday through Friday. Sometimes Overtime will be required. Are you able to comply with this job's attendance schedule?

Yes  No

## Personal References (not relatives or former employers)

List references that will be able to verify your job related knowledge, skills, career interests and goals.

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First and Last Name

Telephone Number

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First and Last Name

Telephone Number

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First and Last Name

Telephone Number

## Personal Certification

Read each statement below and place your initials in the space located behind each statement to indicate you have read and agree to each statement.

| Certification Statements   | Initials |
|--|----------|
| 1. I understand that I must complete an occupational health and drug screening prior to employment with Schuring & Uitermarkt, PC.   | _____    |
| 2. I understand that I will be required to complete a pre-employment legal background/credit history check and/or test for fitness, problem solving/decision making, and/or substance abuse.   | _____    |
| 3. I understand that falsification of statements I make on this application may result in my dismissal, should I become employed by Schuring & Uitermarkt, PC.   | _____    |
| 4. I understand that I may be required to work overtime as a condition of being employed by Schuring & Uitermarkt, PC.   | _____    |
| 5. I understand all employment offers are made contingent upon satisfactory proof of legal authorization to work in the United States according to the law. I understand that failure to provide satisfactory proof of identity and authorization to work in the United States will disqualify me from employment. | _____    |
| 6. I understand upon termination of employment, I authorize Schuring & Uitermarkt, PC to withhold from my final paycheck any monies owed to them by me.  | _____    |

I have read each of the certification statements above and confirm that all of the statements are true. I also I authorize Schuring & Uitermarkt, PC to verify any information I provided on this application which includes contacting current and past employers and personal references. A copy of this authorization is as valid as the original. Place a (√) check mark in the box to indicate your consent.

I give Schuring & Uitermarkt, PC permission to contact my current and past employers and personal references.

I give Schuring & Uitermarkt, PC permission to contact my personal references only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In consideration of my employment, I agree to conform to the employee handbook. I understand that, if hired, my status will be that of an employee at will, with no contractual right, express or implied, to remain employed. In consideration of my employment, I specifically agree that my employment may be terminated, with or without cause or notice, at any time, at the option of either the employer or myself. I understand that no one, other than the firm's managing partner, in writing, may enter any agreement for employment on my behalf or make any agreement contrary to the foregoing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Schuring & Uitermarkt, PC

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Fax: 641.628.2929

Email: [PellaOffice@sucpa.com](mailto:PellaOffice@sucpa.com)