# Layh & Associates

### Employment Application

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| Applicant Information |
| Last Name | Click or tap here to enter text. | First | Click or tap here to enter text. | Date | Click or tap here to enter text. |
| Street Address | Click or tap here to enter text. | Apartment/Unit # | Click or tap here to enter text. |
| City | Click or tap here to enter text. | State | Click or tap here to enter text. | Postal Code | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. | E-mail Address | Click or tap here to enter text. |
| Date Available | Click or tap here to enter text. | Social Ins. No. | Click or tap here to enter text. | Desired Salary | Click or tap here to enter text. |
| Position Applied for | Click or tap here to enter text. |
| Are you a United States Citizen? | YES [ ]  | NO [ ]  | If no, are you authorized to work in the U.S.? | YES [ ]  | NO [ ]  |
| Have you ever worked at our office?  | YES [ ]  | NO [ ]  | If so, when? Click or tap here to enter text. |
| Have you ever been a client of our office? | YES [ ]  | NO [ ]  | If so, when? Click or tap here to enter text. |
| Have you ever been convicted of a felony? | YES [ ]  | NO [ ]  | If yes, explain | Click or tap here to enter text. |
|  |
| Education |
| High School | Click or tap here to enter text. | City/State | Click or tap here to enter text. |
| Dates | Click or tap here to enter text. | Did you graduate? | YES [ ]  | NO [ ]  | Diploma | Click or tap here to enter text. |
| College/University | Click or tap here to enter text. | City/State | Click or tap here to enter text. |
| Dates | Click or tap here to enter text. | Did you graduate? | YES [ ]  | NO [ ]  | Degree | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | City/State | Click or tap here to enter text. |
| Dates | Click or tap here to enter text. | Did you graduate? | YES [ ]  | NO [ ]  | Degree | Click or tap here to enter text. |
|  |
| References |
| *Please list three professional references* |
| Full Name | Click or tap here to enter text. | Relationship | Click or tap here to enter text. |
| Company | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Full Name | Click or tap here to enter text. | Relationship | Click or tap here to enter text. |
| Company | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Full Name | Click or tap here to enter text. | Relationship | Click or tap here to enter text. |
| Company | Click or tap here to enter text. | Phone | Click or tap here to enter text. |

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| Previous Employment |
| Company | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Supervisor | Click or tap here to enter text. |
| Job Title | Click or tap here to enter text. | Starting Salary | $Click or tap here to enter text. | Ending Salary | $Click or tap here to enter text. |
| Responsibilities | Click or tap here to enter text. |
| Dates | Click or tap here to enter text. | Reason for Leaving | Click or tap here to enter text. |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  | Click or tap here to enter text. |
| Company | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Supervisor | Click or tap here to enter text. |
| Job Title | Click or tap here to enter text. | Starting Salary | $Click or tap here to enter text. | Ending Salary | $Click or tap here to enter text. |
| Responsibilities | Click or tap here to enter text. |
| Dates | Click or tap here to enter text. | Reason for Leaving | Click or tap here to enter text. |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO[ ]  |  |
| Relevant skills |
| ***On a scale of 1-5 (1=no experience, 3= some experience, 5=proficient), please rate your knowledge with these skills and/or areas:*** |
| Microsoft Word Click or tap here to enter text. QuickBooks Pro Click or tap here to enter text. |
| Microsoft Excel Click or tap here to enter text. Web Page Design Click or tap here to enter text. |
| Typing (speed, if known) Click or tap here to enter text. Navigating online applicationsClick or tap here to enter text. |
| Data Entry (including 10 key) Click or tap here to enter text. Document Editing Click or tap here to enter text. |
| Answering Multiple Phone Lines Click or tap here to enter text. FilingClick or tap here to enter text. |
| Scheduling Click or tap here to enter text. HIPPA GuidelinesClick or tap here to enter text. |
| Medical/Health related office Click or tap here to enter text. Healthcare Billing Click or tap here to enter text. |
| Please list any other relevant skills or areas of experience:  |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature | Click or tap here to enter text. | Date | Click or tap here to enter text. |