



# Employment Application

The information given on this form is solely for the use of GLO and will be held in the strictest confidence. It will be to the applicant's advantage to answer each question fully and accurately. The use of this form does not indicate that there are any positions open and does not obligate the Company in any way.

Personal

		<b>Date</b>	
<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Email Address</b>
<b>Present Address—Street</b>	<b>City, State</b>	<b>Zip Code</b>	<b>Contact Telephone Number</b>
<b>Alternate Address—Street</b>	<b>City, State</b>	<b>Zip Code</b>	<b>Alternate Telephone Number</b>
<b>Referred by:</b>	<b>Date Available for Employment</b>	<b>Eligible to Work in United States?</b>	
		Yes    No	
<b>Position(s) Applied For:</b>	<b>Starting Salary Desired</b>	<b>Geographical Locations Preferred</b>	
<b>Are you willing to Travel?</b>	<b>Work Overtime?</b> Yes    No	<b>Transfer?</b> Yes    No	
Yes    No			
<b>Are you at least 18 years of age?</b>	<b>Have you previously worked for GLO?</b> Yes    No		
Yes    No			

**Must be completed in its entirety, including salary information.**

<b>1. Present (or last) Company Name</b>	<b>Address</b>	<b>City, State</b>	<b>Phone #</b>	
<b>Dates: From— To</b>	<b>Starting Base Salary</b> \$	<b>Current Base Salary</b> \$	<b>May we contact?</b>	
<b>Job Title</b>	<b>Supervisor</b>	<b>Reason for Leaving</b>	Yes    No	
<b>Brief description of duties (include number of persons supervised, if applicable)</b>				

Employment Background

<b>2. Previous Employer Company Name</b>	<b>Address</b>	<b>City, State</b>	<b>Phone #</b>
<b>Dates: From— To</b>	<b>Starting Base Salary</b> \$	<b>Ending Base Salary</b> \$	
<b>Job Title</b>	<b>Supervisor</b>	<b>Reason for Leaving</b>	
<b>Brief description of duties (include number of persons supervised, if applicable)</b>			

<b>3. Previous Employer Company Name</b>	<b>Address</b>	<b>City, State</b>	<b>Phone #</b>
<b>Dates: From— To</b>	<b>Starting Base Salary</b> \$	<b>Ending Base Salary</b> \$	
<b>Job Title</b>	<b>Supervisor</b>	<b>Reason for Leaving</b>	
<b>Brief description of duties (include number of persons supervised, if applicable)</b>			

**GLO CPA, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES ON THE BASIS OF RACE, COLOR, SEX, AGE, RELIGION, NATIONAL ORIGIN, OR DISABILITY.**

Education	Schools Attended and Location	Dates Attended		Major	Type Degree Diploma or GED	Grade Average		Date of Graduation (Mo/ Yr)
		From	To			Overall	Major	
	High School							
	College							
	College							
	College							
	Special Awards or Recognitions				* If no degree obtained, indicate number of college credit hours completed			

Military	Active Duty Branch	Dates of Active Duty	Highest Rank Attained
		Reserve Status	Reserve Branch

Have you ever plead guilty or nolo contendere (no contest), received deferred adjudication, received probation, court ordered community supervision, pre-trial diversion, or been convicted of any criminal offense (felonies and misdemeanors) other than minor traffic citations? Yes  No

If Yes, please list the date, nature, locations, and disposition.

List office skills, trades, abilities or license certifications that may be beneficial in the job for which you are applying.

Skills	Foreign Languages:	Degree of Proficiency:		
		Speak <input type="checkbox"/>	Read <input type="checkbox"/>	Write <input type="checkbox"/>

List three professional references most familiar with your abilities (supervisors preferred).

References	Name and Association	Occupation	Address	Phone Number	Years Known

**APPLICANT'S STATEMENT** (Applicant must review and sign below.)

I affirm that I have read and fully completed both sides of this application and all information as written above is true and correct, and I acknowledge that I may be terminated at any time if any information I supply is false. I acknowledge that this application will remain active for no more than 45 days. If I wish to be considered for employment after this 45 day period, I will reapply. I understand that if I am employed by GLO my employment and compensation can be terminated, with or without cause and with or without prior notice.

*I authorize the references listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.*

I hereby grant GLO the right and privilege to withhold, retain or deduct an amount up to and including the total amount of indebtedness, advances, charges for personal purchase on Company accounts, or any other amounts owed to GLO, or any of its affiliates, subsidiaries, or divisions, from any salary, wages, commissions, or any other debt owed to me by the Company.

I understand that I am required to abide by all rules and regulations of the Company. I acknowledge that these policies and procedures, and any benefits or other terms and conditions of my employment, may be changed, interpreted, withdrawn or added to by the Company at any time without prior notice to me.

SIGNATURE OF APPLICANT