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| --- | --- |
| **<Company Name>**<Address><Address> | **BASIC EMPLOYEMENT APPLICATION** |
|  |
| **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 |  |  |  |  |  |