

Cosgrave Vergeer Kester LLP

Employment Application

Cosgrave Vergeer Kester LLP considers all applicants for employment without regard to race, color, religion, sex, national origin, age, or disability or as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Cosgrave Vergeer Kester LLP complies with applicable state and local laws prohibiting discrimination in employment. Cosgrave Vergeer Kester LLP also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. In order to process your application, complete the entire form and answer all questions.

PLEASE PRINT

Position(s) Applied For:	Date of Application:
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How did you learn about Cosgrave Vergeer Kester LLP? (circle one)				
Advertisement	Friend	Walk-in	Recruiting Firm	Current Employee
Other: _____				

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number(s) where we can contact you:			
Home: () Work: ()			

Are you available to work: Full-time Part-time Overtime

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with the company before? Yes No

If yes, please give date: _____

Are you currently employed? Yes No

May we contact your present employer for references? Yes No

Have you been convicted of a felony in the last seven (7) years? Yes No

If yes, state nature of offense, when where, and disposition:

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such document as are required by law to verify your identification and employment authorization upon employment.

EDUCATION

	High School	Technical School	College	Other
School Name and Location				
Years Completed	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma / Degree ?	Yes No	Yes No	Yes No	
Major Course(s) of Study				

Describe honors received:

EMPLOYMENT EXPERIENCE

Start with your present or most recent position. *If information is already on your resume, fill in only those items not listed on your resume (i.e. reason for leaving, salary, etc.)*

Employer:	Dates Employed: From _____ To _____	Supervisor:
Address:	Phone Number:	Position Held:
Duties:		
Reason For Leaving:		

Employer:	Dates Employed: From _____ To _____	Supervisor:
Address:	Phone Number:	Job Title:
Duties:		
Reason For Leaving:		

Employer:	Dates Employed: From _____ To _____	Supervisor:
Address:	Phone Number:	Job Title:
Duties:		
Reason For Leaving:		

Employer:	Dates Employed: From _____ To _____	Supervisor:
Address:	Phone Number:	Job Title:
Duties:		
Reason For Leaving:		

REFERENCES

List 3 professional references who are not related to you:

Name:	Relationship:	Telephone Number:
Name:	Relationship:	Telephone Number:
Name:	Relationship:	Telephone Number:

Please state any additional information you feel may be helpful to us in considering your application:

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing.

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, terminated from employment.
2. Any offer of employment I may received from Cosgrave Vergeer Kester LLP is contingent upon my successful completion of the Firm's total pre-employment screening process, including the Firm's receiving references that it considers satisfactory.
3. I authorize and request that all of my present and former employers and those individuals I have listed as professional references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. Additionally, the Firm may procure or have prepared an investigative consumer and/or credit check. I hereby release them from any and all liability for damages arising from furnishing the requested information.
4. In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of Cosgrave Vergeer Kester LLP and understand that my employment and compensation is at will, which means it can be terminated with or without cause or notice, at any time, at the option of either the Firm or myself. I further understand that no manager or representative for the Firm, other than the Managing Partner, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the Managing Partner.
5. I understand that this employment application is not a contract of employment.
6. I understand that this application will be considered active for a period of time not to exceed 90 calendar days.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.