



## Prospective Employee and Contractor Information Form

We use this form to simply get to know you. Please fill-in and/or attach any additional information that may help us. Feel free to provide as much or as little information as you wish.

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

Home Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ Email \_\_\_\_\_

Phone Number(s) (Home) \_\_\_\_\_ (Cell/Other) \_\_\_\_\_

Did any employer, school or reference know you by another name? If yes, indicate what name(s):  
\_\_\_\_\_

Where were you born? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

Are you currently over 18 years of age? \_\_\_\_\_

What position(s) are you interested in applying for? \_\_\_\_\_

What date are you available to begin work? \_\_\_\_\_

Are you willing to travel out-of-town? \_\_\_\_\_

What are your career objectives? \_\_\_\_\_

Please briefly tell us about your greatest strengths. \_\_\_\_\_  
\_\_\_\_\_

Please briefly describe your most significant accomplishment. \_\_\_\_\_  
\_\_\_\_\_

Have you obtained any professional certifications, licensures, or accreditations? If so, please list.  
\_\_\_\_\_

List any languages for which you are fluent and easily read and write: \_\_\_\_\_

### Work Experience

<u>Employer</u>	<u>Address</u>	<u>Job Title</u>	<u>Job Responsibilities</u>	<u>Dates of Employment</u>	<u>Reason for Leaving</u>	<u>Hourly Rate or Salary, Bonus</u>

### Education

<u>Name of School</u>	<u>City, State</u>	<u>Degrees Earned</u>	<u>Years Attended</u>
College:			
High School:			
Other:			

If you have been convicted of a crime by civil or military courts, indicate the nature of the offense, date of conviction, location where convicted, and disposition (attach additional information as necessary):

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R3 Accounting LLC (the Company) is an equal opportunity employer without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable federal, state or local law. No question on this Information Form is used for the purpose of limiting or excluding any applicant's consideration for employment. Data gathered on this Form will be kept confidential within the Company, its employees, affiliates and co-employers, and not disseminated to outside parties. The Company may require consents and additional information, including a comprehensive Employment Application.

Acknowledgement:

I certify that the above information is correct and complete to the best of my belief, and I have not knowingly withheld any pertinent facts. I understand that omitting or falsifying information may disqualify me from further consideration for employment or as a contractor. Further, I understand that if hired any employment is at will and is subject to termination at any time in the future for any reason of either party.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Kindly return this form to Human Resources, R3 Accounting LLC, 2929 E. Commercial Blvd., Fort Lauderdale, FL 33308, { [HYPERLINK "mailto:hr@r3accounting.com"](mailto:hr@r3accounting.com) }, fax 954-202-9777