

APPLICATION FOR EMPLOYMENT – Bookkeeper

SEASONAL SPECIALTY STORES®

120 Route 101A, Amherst NH 03031 Phone 603-880-8471 Fax 603-595-8497

An equal opportunity employer

Name _____ Date _____

Street _____ Telephone _____

City _____ State _____ Zip _____

Are you responding to a help wanted advertisement? In Sign Newspaper: _____

Magazine: _____ Recommendation: _____

Website: _____ Other: _____

What kind of work are you applying for? _____

What special qualifications do you have? _____

Are you 18 years or older? Yes No Are you 16 years or older? Yes No Are you prevented

from lawfully becoming employed in this country because of visa or immigration status? Yes No

Have you ever served in the military including National Guard or Reserves? Yes No

If so, what branch? _____ Rank _____ Discharge date _____

School	#Years Attended	Name of School	City	Course	Did you Graduate?
High					
College					
Other					

Experience

Name & Address of Company	Date Started	Date Ended	List Your Duties	Starting Salary	Final Salary	Reason For Leaving

References: Name	Street	City	State	Zip	Occupation

This questionnaire is being used for Bookkeeping. Please try to answer as completely as possible, though all questions may not seem immediately pertinent

- 1. Full-charge bookkeeping implies responsibility for financial records at all levels: data collection and data entry through financial statements, summaries, and other analyses. Describe the progression of your work experience in the bookkeeping area, demonstrating how it has prepared you for this level of responsibility.

- 2. What types of companies have you worked for in a bookkeeping capacity? Describe, especially, your relationship with any retail-type businesses.

- 3. Tell us about your experience in the following:

Accounts Payable: _____

Payroll, including tax deposits and tax forms: _____

Sales Analysis: _____

Cash Flow Analysis: _____

Month End Close & Financial Statements: _____

Year End Close and Corporate Taxes: _____

Spreadsheet and Database Creation: _____

4. What software packages have you used? What degree of proficiency have you attained? (Please Check)

	Minimal Exposure	moderate experience	extensive background		Minimal Exposure	Moderate Experience	Extensive Background
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Word Processing_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QuickBooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Home Publishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Accounting _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Desktop Publishing_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Desktop Publishing_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lotus 1-2-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Spreadsheet_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Spreadsheet_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RetailPro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other "Point-of-Sale"_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WordPerfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other "Point-of-Sale"_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. What other computer knowledge/experience can you offer? Describe your level of competence in each. (Such as: data backup, multi-media, internet, computer hardware & peripherals, virus protection, internal faxes, database customization, routine maintenance requirements, etc.)

6. What other business-related skills or experience can you offer?

7. Do you have any experience in:
 Swimming Pool Care Yes No, Retail Store Operations Yes No, Purchasing or Buying Office Operations
 Yes No Explain: _____

8. Generally, what kinds of grades have you received in:

Middle School, Junior High: _____ High School: _____ College: _____ Post Graduate: _____

9. Have you taken any professional courses or seminars? _____

10. Any special educational honors (Honor Roll, National Honor Society, Scholarships, etc.)? _____

11. Do you have plans to attend professional courses, seminars, or college in the next few years? Yes No Explain: _____

12. How many hours per week would you generally like to work? _____
In an unusually busy season how many hours per week could you work, for about 3-4 weeks at a time? _____
Describe a typical workweek schedule, which would comfortably accommodate your personal scheduling needs. Include days of the week and estimated times of day. (This is an estimate only, you would not be held to this schedule.)

13. Could you envision yourself working here for 1 year, 2 years, 5 years, more? Would you like to remain in an office position through that time? Would you like this position to evolve into other work? What would you like to do next, here, or elsewhere? Do you see this as a temporary job, or are you looking for a more long-term arrangement?

14. What starting wage would you consider fair? \$ _____ Per hour
How much would you like to be earning after two years with us? \$ _____ Per hour

15. Are you or a member of your immediate family already a customer of our store? Yes No

If so, explain: _____

16. Is there anything you need to warn us about, or special requirements you would have in working for us without divulging any information that should be protected by ADA, EEOC, or any other law?

17. Do you have any preliminary questions for us? _____

18. Anything else you want to tell us? _____

Office use only, Notes: _____

