

# APPLICATION FOR EMPLOYMENT – Bookkeeper Revised 9/30/09

## 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 would you like?  Part Time  Full Time

What special qualifications do you have? \_\_\_\_\_

Are you 18 years or older?  Yes  No Are you 16 years or older?  Yes  No Will you need to get a

work permit?  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 \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No Details \_\_\_\_\_

Are you prohibited from contact with minors?  Yes  No Details \_\_\_\_\_

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"/>	Microsoft Home Publishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QuickBooks (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Desktop Publishing _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QuickBooks Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Accounting _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<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"/>
Other Spreadsheet _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other "Point-of-Sale"	<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"/>
Other Word Processing _____	<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.)

---



---

