

Please fill out the form below and click the red "Submit" button on page 2 to send to Career Advancement Corporation.

Last Name: _____ First Name: _____



9378 Olive Boulevard
Suite 101
St. Louis, MO 63132
www.careeradvancementcorp.com
Phone: 314-963-9797
Fax: 314-963-0164

Maiden Name: _____ Today's Date: _____
 Home Phone: (____) _____ Date Available: _____
 Cell Phone: (____) _____ How Did You Hear About Us?
 Street Address: _____ Yellow Pages Newspaper
 City: _____ State: _____ ZIP: _____ Internet
 E-mail Address: _____ Friend _____
 Salary Requirement: _____
 \$ _____ Other _____

Education				
	Name of School	Location	Graduated	Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please List Software:

Have You Ever Been Convicted of a Felony?

Yes No

If yes, describe in full, including dates:

Accounting/Bookkeeping:

- Full Charge Bookkeeper
- Trial Balance
- General Ledger
- Bank Reconciliation
- Taxes
 - State
 - Federal
 - Quarterly
 - Annual
- Collections
 - Commercial
 - Personal
- Profit and Loss
- Payroll
 - For Approximately How Many?

 - ADP
 - Paychex
 - In-house
 - Union
 - Multi-State
- Accounts Payable
- Accounts Receivable

Application for: Last Name: _____ First Name: _____

EMPLOYMENT: List Present or Most Recent Position First

Name of Company _____ Address _____ Phone Number _____

From (Month/Year) To (Month/Year) _____ Your Postition _____ Salary: Start _____ End _____

Supervisor _____ Reason for Leaving _____

Duties and Responsibilities _____

Can We Check References Here? Yes No _____ What Does the Company Do? _____

Name of Company _____ Address _____ Phone Number _____

From (Month/Year) To (Month/Year) _____ Your Postition _____ Salary: Start _____ End _____

Supervisor _____ Reason for Leaving _____

Duties and Responsibilities _____

Can We Check References Here? Yes No _____ What Does the Company Do? _____

SUBMIT

STOP **ITEMS BELOW ARE FOR OFFICE USE ONLY** **STOP**

Duties You Like	Duties You Dislike	Strengths	Weaknesses

Location: Downtown Clayton Westport North South
 St. Charles Earth City Other _____

Benefits: Self Family
 Cost Now: _____

Salary Requirement: _____ Additional Comments: _____