



APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or veteran status. Rushmore Tax is an Equal Opportunity employer.

- ✓ Please fill out the Application in its entirety. Do not state "see resume" on application.
 - ✓ Please attach resume to application as supplemental material (optional).
 - ✓ Type or print in dark ink; **be sure to sign this application, unsigned applications will not be considered.**
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Position for which you are applying: TAX PREPARER

1. Name: _____
Last First Middle
2. Date: _____
3. Mailing Address: _____
Street/P.O. Box City State Zip
4. Phone: _____
Home Work Message
5. Driver's License Number _____ Class _____ State _____ Exp. _____
6. Pay Expected _____ Will you work overtime if asked? Yes No
7. When will you be available to begin work? _____
8. Are you legally eligible for employment in the United States? Yes No
9. Have you applied for employment with Rushmore Tax previously? Yes No. If yes, for what position?

10. Please list special training, skills, knowledge or abilities you possess that pertain to this position:

11. Have you ever been convicted of a felony: Yes No. If yes please give details to include dates, locations, etc. _____
12. Do you have any relatives currently working for the Rushmore Tax? Yes No.
If yes, please state their name, relationship to you, and position: _____
13. Please list computer software with which you are proficient (if relevant) : _____
14. List all languages which you speak fluently: _____

EMPLOYMENT HISTORY

- ✓ Please indicate your experience in each position. Begin with your present or most recent position.
- ✓ Do not state "see resume" or similar notation.

Job Title _____	(State Month and Year) Dates of Employment: From ____ To ____
Employer's Name _____	Supervisor's Name _____
Employer's Address _____	Average Hours Worked per Week _____
Telephone _____	
Starting Salary per Hour _____	Ending Salary per Hour ____
Description of Duties _____	
Reason for Leaving _____	

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Employer's Name _____	Supervisor's Name _____
Employer's Address _____	Average Hours Worked per Week _____
Telephone _____	
Starting Salary per Hour _____	Ending Salary per Hour ____
Description of Duties _____	
Reason for Leaving _____	

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Employer's Name _____	Supervisor's Name _____
Employer's Address _____	Average Hours Worked per Week _____
Telephone _____	
Starting Salary per Hour _____	Ending Salary per Hour ____
Description of Duties _____	
Reason for Leaving _____	

15. Please list employers you do not wish us to contact: _____

16. I certify that all statements made in this application are true and I agree and understand that any deliberate misstatements or omissions of material facts may, at the discretion of Rushmore Tax, cause forfeiture on my part of all eligibility to any employment with Rushmore Tax. I further understand that Rushmore Tax may independently verify all information I have given on the application, to include verification of employment records. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information. I also understand that this application with all attachments may be considered a public record under Washington State law and therefore subject to release without notice.

I further understand that if I am employed, such employment does not create contractual obligations of continued employment. **Rather, I understand that employment with Rushmore tax is of a seasonal nature and may be terminated at any time. Employment with Rushmore Tax is “at-will,” which means that I may leave employment at any time for any reason or no reason, and Rushmore Tax may terminate my employment, at any time, for any reason or no reason.** I further understand that no employee of Rushmore Tax has the authority to change this employment relationship by any oral promises or statements to the contrary.

Signature

Date

NOTE: APPLICATIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED