

Employee Application for 0Byte Solutions (A Bit of PC, Inc.)

Name and Address

Legal Name:		Date:	
Address:	City:	State:	Zip:
Telephone Number:		Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked or attended school under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, under what name?		

Position Desired

Position:	Start date available:
Wage rate desired: \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Do you prefer: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	If part-time, hours per week desired:
Hours you are available to work:	Days of week you are available to work:
Availability: <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Nights <input type="checkbox"/> Overtime	
How did you learn about this opening?	

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

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Work Experience

Please list previous 10 years of employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	
Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	

References

Identify three persons who know your work, beginning with the most recent.

Name:		Phone Number:		Email:	
Address:		City:		State:	Zip:
Position or Title:		Years Known:			
Name:		Phone Number:		Email:	
Address:		City:		State:	Zip:
Position or Title:		Years Known:			
Name:		Phone Number:		Email:	
Address:		City:		State:	Zip:
Position or Title:		Years Known:			

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Background

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE	
Are you a current or former law enforcement officer, other covered employee**, or the spouse or child of one, whose information is exempt from public records disclosure under section 119.071(4)(d), FL statutes (F.S.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see§ 119.071.F.S.].	
BACKGROUND INFORMATION	
Have you ever been convicted of a felony or a first degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “YES”, what charges?	
Where convicted:	Date of conviction:
Have you ever pled nolo contendere or pled guilty to a crime which is a felony or a first degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “YES”, what charges?	
Where convicted:	Date of conviction:
Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “YES”, what charges?	
Where convicted:	Date of conviction:
Please include an additional sheet if more lines are needed for any of the answers above.	
NOTE: A “YES” answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered [see §112.011, F.S.]	

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Citizenship

0Byte Solutions (A Bit of PC, Inc.) hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

Are you a citizen of the United States of America?

☐ Yes ☐ No

Are you legally authorized to accept employment with the specific hiring authority to which you are applying?

☐ Yes ☐ No

Knowledge/Skills/Abilities (KSA's)

Do you have experience using computers?

☐ Yes ☐ No

If yes, please check the systems you are familiar with:

☐ PC ☐ Mac ☐ Linux version:

QuickBooks Experience? ☐ Yes ☐ No

Outlook Experience?: ☐ Yes ☐ No

If yes, what version:

If yes, what version:

Internet Browser Experience? ☐ Yes ☐ No

If yes, what browsers:

☐ Internet Explorer ☐ Mozilla Firefox ☐ Google Chrome

☐ Other browser(s):

List any KSA's you possess that you believe to be relevant to the position (i.e. Word, Excel, etc...):

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Candidate's Signature

Date: