



APPLICATION FOR EMPLOYMENT – NON-DRIVING

FRANK J. FAZZIO & SONS, INC.
458 ELWOOD AVENUE
PITMAN, NEW JERSEY 08071-1294
P 856.589.3760 F 856.589.2655

Answer all questions - Please Print and Return to Office

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap.

Date: \_\_\_/\_\_\_/\_\_\_

Position(s) Applying for: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_
LAST FIRST MIDDLE INITIAL

Address \_\_\_\_\_ How long: \_\_\_\_\_
STREET CITY STATE/ZIP CODE

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

If you were at above address less than three years, list your previous address.

Address \_\_\_\_\_ How long: \_\_\_\_\_
STREET CITY STATE/ZIP CODE

Date of Birth \_\_\_/\_\_\_/\_\_\_ Can you provide proof of age? [ ] Yes [ ] No
Required only for driving position

If you are under 18 years of age, can you provide required proof of your eligibility to work? [ ] Yes [ ] No

Are you prevented from being lawfully employed in the U.S. because of your visa or immigration status? [ ] Yes [ ] No

Have you ever filed an application with us before? [ ] Yes [ ] No If Yes, give dates: \_\_\_\_\_

Have you worked for this company before? [ ] Yes [ ] No If Yes, give dates: \_\_\_\_\_

Are you employed now? [ ] Yes [ ] No If No, how long since leaving last employment? \_\_\_\_\_

May we contact your present employer? [ ] Yes [ ] No

Have you ever been fired or asked to resign by an employer? [ ] Yes [ ] No

If Yes to the above question, provide details \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? [ ] Yes [ ] No

Conviction will not necessarily disqualify an applicant from employment.

If Yes to the above question, provide details \_\_\_\_\_

Who referred you? \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

## EMPLOYMENT AND VOLUNTEER HISTORY

Give a complete job Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

*Attach another sheet if more space is needed.*

### Current or most recent employer

BUSINESS NAME	EMPLOYMENT DATES	
ADDRESS	Start Date:	End Date:
CITY STATE ZIP	POSITION	SALARY
PHONE NO.	WORK PERFORMED	
	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
NAME OF SUPERVISOR	REASON FOR LEAVING	

### Next previous employer

BUSINESS NAME	EMPLOYMENT DATES	
ADDRESS	Start Date:	End Date:
CITY STATE ZIP	POSITION	SALARY
PHONE NO.	WORK PERFORMED	
	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
NAME OF SUPERVISOR	REASON FOR LEAVING	

### Next previous employer

BUSINESS NAME	EMPLOYMENT DATES	
ADDRESS	Start Date:	End Date:
CITY STATE ZIP	POSITION	SALARY
PHONE NO.	WORK PERFORMED	
	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
NAME OF SUPERVISOR	REASON FOR LEAVING	

### Next previous employer

BUSINESS NAME	EMPLOYMENT DATES	
ADDRESS	Start Date:	End Date:
CITY STATE ZIP	POSITION	SALARY
PHONE NO.	WORK PERFORMED	
	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
NAME OF SUPERVISOR	REASON FOR LEAVING	

## EDUCATION

Highest Grade completed: (Circle) 1 2 3 4 5 6 7 8 High School 1 2 3 4 College 1 2 3 4

Last school attended: \_\_\_\_\_  
NAME CITY/STATE

	SCHOOL NAME & ADDRESS OR LOCATION	NUMBER OF YEARS COMPLETED	DATE GRADUATED
GRAMMAR SCHOOL			
HIGH SCHOOL			
	SCHOOL NAME & ADDRESS OR LOCATION	COURSE OF STUDY	DATE GRADUATED IF APPLICABLE, DEGREE
COLLEGE			
BUS/TRADE SCHOOL			
OTHER/CERTIFICATION			
OTHER/CERTIFICATION			

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills, qualifications or experience which you feel would be an asset to this company. For applicants of office position, please fill out next page. \_\_\_\_\_

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## PROFESSIONAL REFERENCES

Give the name, email address, occupation and telephone number of two references who are not related to you:

\_\_\_\_\_  
NAME E-MAIL ADDRESS

\_\_\_\_\_  
OCCUPATION TELEPHONE YEARS KNOW

\_\_\_\_\_  
NAME E-MAIL ADDRESS

\_\_\_\_\_  
OCCUPATION TELEPHONE YEARS KNOW

**COMPUTER EXPERIENCE** ONLY OFFICE and/or CLERICAL POSITIONS

Check areas in which you have current experience or training. If Yes, please rate your proficiency.

<b>SYSTEMS</b>	<i>List Version(s)</i>	<i>Slightly Knowledgeable</i>										<i>Very Knowledgeable</i>											
Windows – PC		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Apple/MAC		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<b>SOFTWARE</b>																							
Microsoft Word		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Microsoft Excel		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Microsoft Access		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Adobe Acrobat		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Adobe Photoshop		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Adobe Illustrator		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Other:																							
<b>ACCOUNTING SOFTWARE</b>																							
QuickBooks		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Peachtree		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Account Edge		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Other:																							
<b>INTERNET</b>																							
Basic Search		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Email		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Online Shopping		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Social Media		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Wordpress / Blog		<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Other:																							

**BOOKKEEPING EXPERIENCE**

Check areas in which you have current experience or training and provide details in the space provided.

General Ledger	<input type="checkbox"/>	DETAILS:
Accounts Receivable	<input type="checkbox"/>	DETAILS:
Accounts Payable	<input type="checkbox"/>	DETAILS:
Payroll Processing	<input type="checkbox"/>	DETAILS:
Reconciliations	<input type="checkbox"/>	DETAILS:
Collections	<input type="checkbox"/>	DETAILS:
State Filings	<input type="checkbox"/>	DETAILS:



## APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize an investigation of all statements contained in this application as well as other inquiries relevant to a thorough investigation of my current and past employment and education, and I release from all liability all persons, companies and corporations supplying such information. I indemnify against any liability that might result from making such investigation. I understand that any false or misleading answer or statement or other required documents or omission of facts called for either in my application or during (an) interview(s) may result in denial of employment or discharge in the event of employment.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Frank J. Fazio & Sons, Inc. and myself for any term of employment or for the providing of any benefit. I understand and agree that my employment with Frank J. Fazio & Sons, Inc. would be for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. No agent or representative of Frank J. Fazio & Sons, Inc. other than the Owner or CEO and then only in writing, has any authority to enter into any agreement for employment for any specific period of time, or to enter into any employment agreement that in any way modifies the at-will status of employment.

I understand also that I am required to abide by all rules and regulations of the employer. I understand that Frank J. Fazio & Sons, Inc. is a Drug Free Workplace and that if I am a finalist for the position in order to be eligible for employment I would be given and have to pass a pre-employment drug test in accordance with Frank J. Fazio & Sons, Inc. Drug Free Workplace Policy.

<hr style="border: 0; border-top: 1px solid black;"/> APPLICANTS SIGNATURE	<hr style="border: 0; border-top: 1px solid black;"/> DATE
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**It is the policy of Frank J. Fazio & Sons, Inc. to provide equal employment opportunity for all applicants and employees. Frank J. Fazio & Sons, Inc. does not unlawfully discriminate on the basis of race, color, sex, marital status, age, creed, religion, ancestry, national origin, disability, veteran status, or any other classification protected by applicable law. Frank J. Fazio & Sons, Inc. makes reasonable accommodations for qualified disabled applicants and employees.**

**This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, and benefits. Any indication of discriminatory conduct should be reported immediately to a supervisor. A violation of this policy may result in discipline, up to and including discharge.**