

**Background Information Sheet - 2008**

**Dauby O'Connor & Zaleski, LLC**  
**Certified Public Accountants**

If employed, this becomes a part of your permanent record

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Your website, if applicable: \_\_\_\_\_

Are you a citizen of the USA? \_\_\_\_\_

Are you currently authorized to work in the USA? \_\_\_\_\_

Have you ever been refused or do you have any reason to believe you might be refused an application for a Fidelity Bond? \_\_\_\_\_

**EDUCATION**

HIGH SCHOOL	UNDERGRADUATE	UNDERGRADUATE	GRADUATE
High school: _____ City/State: _____ I stood _____ scholastically in a class of _____	University: _____ Location: _____ Attended: From: _____ To: _____	University: _____ Location: _____ Attended: From: _____ To: _____	University: _____ Location: _____ Attended: From: _____ To: _____
<u>College Board SAT scores</u> English (200-800) _____ Math (200-800) _____ Composite (400-1600) _____	Degree: _____ Month/Yr. of graduation _____ Major: _____ GPA: Overall: _____ Major: _____	Degree: _____ Month/Yr. of graduation _____ Major: _____ GPA: Overall: _____ Major: _____	Degree: _____ Month/Yr. of graduation _____ Major: _____ GPA: Overall: _____ Major: _____
<u>College Board ACT scores</u> English (1-36) _____ Math (1-36) _____ Composite (1-36) _____	Grade Point Equivalent of an "A" _____	Grade Point Equivalent of an "A" _____	Grade Point Equivalent of an "A" _____

Total hours accumulated upon completion of final degree: \_\_\_\_\_

I plan on completing the required 150 hours to take the CPA exam by \_\_\_\_\_

**ACTIVITIES (List major activities)**

College: \_\_\_\_\_

Business: \_\_\_\_\_

Community / Civic: \_\_\_\_\_

High School: \_\_\_\_\_

Scholarships / Honors: \_\_\_\_\_

**POSITION INTERESTS**

Have you previously applied to our Firm for a position? \_\_\_\_\_ Salary Expectation: \_\_\_\_\_

If yes, what year: \_\_\_\_\_ Desired start date: \_\_\_\_\_

I am currently applying for: (Full time / Internship) \_\_\_\_\_

My primary service line of interest: (Audit / Tax / Both) \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

**EMPLOYMENT HISTORY**

<b>Current / Most recent employer:</b>	Position Title:	Reporting To:
Address:	Dates Employed:	Phone Number:
	May we contact employer?	Compensation:
Nature of Duties:		
_____		
_____		

<b>A Previous Employer:</b>	Position Title:	Reporting To:
Address:	Dates Employed:	Phone Number:
	May we contact employer?	Compensation:
Nature of Duties:		
_____		
_____		

**Describe experiences (education, work, personal, activities etc) which you feel will provide us insight**


**What are the most important issues to you in selecting a Firm for an internship or fulltime position?**

1
2
3

**Please also submit to DOZ an Unofficial Transcript with this BIS**

If employed by Dauby, O'Connor & Zaleski LLC, I agree to provide copies of university transcript(s). I understand that employment with Dauby, O'Connor & Zaleski LLC is contingent upon several factors, including satisfactory information from a background or reference check.

All representations by me in the Background Information Sheet are true and accurate to the best of my knowledge and belief, and I have not knowingly omitted any related information of an adverse nature. Inaccurate information may make me ineligible for employment.

Nothing in any firm document or writing creates a contract for a specific term of employment. No management person is authorized to offer or create a contract of employment for a specific term. Employment is at-will.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Dauby, O'Connor & Zaleski is an equal opportunity employer**