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Employment Application
Bookkeeper/Office Manager

Date: _____

Initial Applicant Information

Full Name: _____
First Last M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Desired Salary: \$ _____

Previous Job Salary \$ _____

Education

High School _____ City: _____
Did you graduate? ☐ ☐ NO What Year _____

College: _____ City _____

Did you graduate? YES NO
From: _____ To: _____ ☐ ☐ Degree/ or Hours _____

Please Answer The Following

Explain your previous work experience that would benefit you in this role: _____

What accounting systems are you familiar with: _____

How proficient are you with Excel? _____

Have you worked with General Ledger Accounting? _____

What time frame do you typically close out the month and have files ready for the CPA _____

Have you ever worked with an inventory system? Explain _____

How do you handle negative customer interactions? _____

How would you describe your perfect work environment?

Describe your past 2 managers. What did you like or dislike about them?

What kind of work environment do you thrive in? Why?

What is your greatest professional strength _____

What is your greatest professional weakness _____

What Motivates You to be happy in a job? _____

Can you describe your work style_____

How well do you multi-task_____

How do you rate your people skills_____

How well do you feel you deal with stress_____

How well can you work independently_____

How well do you work with a team_____

What is your communication style? _____

What stresses you in a job _____

What do you expect from a potential employer _____

Do you have Health Insurance - please explain_____

Are you able to lift 30 pounds without issue _____

Legal Considerations

Many of our clients are in the Education or Government sector. This is the reason for the following questions.

Have you been convicted of a felony NO _____ YES _____ Explain in detail _____

Is there any known issue that would prevent you from working with a School or other Government office? _____

Is there any potential reason any payroll would be imposed a stipen? _____

This position may require time of out of town training, do you have issue with this? _____

Health Notice

While we are not allowed to ask health related questions at the time of interview, if a position is offered DBS may require a health physical in order to complete a pre-employment screening. All employees are subject to a random drug screening if there these is deemed a need or concern.

Military Service If Any

Branch: _____ From: _____ To: _____

Rank upon leaving: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also understand I will possibly be asked to sign a Non-Disclosure and/or Non-Compete agreement. I under stand many of our clients deal in secure information and I will submit to security training pertaining to their needs and requirements.

Signature: _____

Date _____

Please return this application to AR@diamondbusiness.net.
We will reach out to you upon review.