



# Job Application – IT Department

**PLEASE NOTE:** Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in section, please write N/A

Name Address		
Full Name	Sex	SSN
Mailing Address		
City, State, and Zip code		
Home Phone	Cell Phone	
E-mail Address	May we use e-mail to contact you?	

Additional Information
Have you been an employee of this organization in the past?
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. **

Education (School attended or Special Training Received)			
School:	From:	To:	Did you graduate?
Location:		Type of Degree or diploma:	
School:	From:	To:	Did you graduate?
Location:		Type of Degree or diploma:	

Job Type/Shift			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Date Available to Begin Work:			

Skill Set			
<input type="checkbox"/> Sage Accounting	<input type="checkbox"/> Excel	<input type="checkbox"/> HR Experience	<input type="checkbox"/> Accounts Payable
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Paychex Payroll	<input type="checkbox"/> 10-key Mastery	Other

## Work History

Job Title	From	To	Hrs/Week	Employer
Address	Phone	Supervisor	May we contact this Employer?	
Reason for Leaving?				

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## References

Personal		Professional	
Reference Name		Reference Name	
Relationship	Phone	Relationship	Phone
Reference Name		Reference Name	
Relationship	Phone	Relationship	Phone

## About Yourself

Date:

Employment with Dolphin is on an "at-will" basis. Employment at-will may be terminated at the will of either Dolphin or the employee. Employment may be terminated with or without cause, and with or without notice, at any time by your or Dolphin.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answer, my application may be rejected, my name removed from consideration, or my employment with this company terminated.