



## APPLICATION FOR EMPLOYMENT

Important: This application must be completed by the candidate to proceed with the interview process.

### A. PERSONAL INFORMATION

Which position are you applying for?

Full name

Last Name

Are you legally authorized to work in the United States on a full-time basis?

Yes

No

Address:

Telephone

E-mail

B. APPLICATION DETAILS. Please number (1-13) your preferred lines of service (in order of preference) for your initial choice.

Accounting	Advisory	Audit	Corporate Tax
International Tax Consulting		Business Consulting	
Bookkeeping	Tax Services	State and Local Tax	
Strategic Federal Tax		Estate Tax	
Communications		Management	

Please indicate if you have a specific area of interest within a line of service:

What was the primary source which influenced you to apply to Guillen Pujol CPA?

Staff member	Website	Careers Advisor
Direct Mail	Friend/Relative who works with us	
Recruiters	Other	

Have you applied to Guillen Pujol CPA in the past? If yes, please mention application year, position, and outcome of application:

Kindly provide your salary expectation for consideration:

### C. EDUCATION

School / Institute:

Degree Earned:

Grad Year:

Notes:

School / Institute:

Degree Earned:

Grad Year:

Notes:

School / Institute:

Degree Earned:

Grad Year:

Notes:



F. MORE ABOUT YOU. At our firm, we value essential qualities for our staff members' success.

Your responses to the questions below, combined with the details provided elsewhere in this application, will offer us a preliminary indication of your valuable professional attributes.

- Describe a recent situation that highlights the attributes you can contribute to our team.
  
  
  
  
  
  
  
  
  
  
- What motivated you to pursue a career in professional services? In what way do you think your skills and abilities match this particular career path?

G. INTERESTS. Outline your primary interests, including any involvement in school/university activities, and provide details of any positions of responsibility you have held)

H. LANGUAGE SKILLS. If you possess proficiency in languages other than English, kindly provide details, including your speaking, writing, and reading abilities in each language.

I. REFEREES (Please provide one personal and one work related reference)

PROFESSIONAL:

Full Name:

Company Name:

Email:

T:

In what capacity do you know this person?

Department:

Title:

Additional Comments:

PERSONAL:

Full Name:

Email:

Address:

T:

In what capacity do you know this person?

J. Declaration of Accuracy of Information:

I affirm that all the information provided in this application, resume, and any accompanying documents for Guillen Pujol CPA PA's employment consideration is accurate and complete. I acknowledge that providing false information may lead to the rejection of my application or termination of employment. Additionally, I understand that, if offered a position, I will be required to provide more comprehensive personal details, including date of birth, emergency contacts, and proof of legal authorization to work in the United States of America. I authorize Guillen Pujol CPA to conduct a background check and verify my education, personal, and professional references.

Applicant Name

Applicant Signature

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INSTRUCTIONS:

After completing the application form, kindly head over to our careers page. You may then use the contact form on the right-hand side of our website to reach out to our HR team and receive guidance on emailing this document, along with your cover letter and latest resume.

- Certain professional positions require candidates to have a university degree in Accounting, Finance, Management, or a related field.
- Tax Manager candidates must have an active CPA license.
- Upon selection, you'll be invited for a preliminary interview, either in person or via Zoom. Our streamlined recruitment process includes HR and management team interviews, along with aptitude tests in accounting, problem-solving, and languages proficiency.

Thank you.