



Application for Employment

A. Personal Details (please complete in block capitals)

You are interested in applying for the position of:		Are you legally authorized to work in the United States on a full-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full name (s):		Preferred name:	Are you 18 years old or older:
Home address:			
.....			
Telephone:			
Mobile:		E-mail address:	

B. Application Details

Please number (in order of preference) which line of service you wish to join initially:			
<input type="checkbox"/> Accounting	<input type="checkbox"/> Tax and Consulting Services		
If you have a specific area of interest within a line of service please indicate:			
What was the primary source which influenced you to apply to Guillen Pujol CPAs?			
<input type="checkbox"/> Our staff	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Campus careers activities	<input type="checkbox"/> Careers advisor
<input type="checkbox"/> Social Media	<input type="checkbox"/> Friends or relatives who work with us	Indeed	<input type="checkbox"/>
Have you applied to GPCPAs before? If yes, please give details of year, office, vacancy and outcome of application:			
.....			
.....			
Please give your approximate salary expectation			
.....			

C. Educational Background

School/ Institute	Dates (From / To)	Degree Earned

Please list scholarships / prizes / bursaries awarded to you, and the year they were awarded:

For current graduate students: When will you be completing your degree ? _____



D. Employment (please include details of any permanent, temporary or vacation employment)

Dates (from and to)	Employer	Position held / type of work	Number of hours per week	Salary Approx.

E. More about you

We have identified a number of qualities which our people need in order to succeed in our firm. Along with details you have provided elsewhere in this application, your responses to the questions below will give us a preliminary indication of your professional attributes.

Describe a recent situation which demonstrates attributes you can contribute to our team.

What has led you to choose a career in professional services? Why do you think you are suited to this career?

F. Interests (Please outline your main interests, including involvement in school/university activities and details of any positions of responsibility held)



G. Language skills

If you have proficiency in languages other than English please give details. (Please indicate speaking, writing, reading ability).

H. Referees (Please provide one personal and one work related reference,)

1. Name: _____
Address: _____ Telephone: _____
How is this person known to you ? _____
2. Name: _____
Address: _____ Telephone: _____
How is this person known to you ? _____

I. Declaration of Accuracy of Information

The information contained in this application and my resume, and any other document that I provide to Guillen Pujol CPA PA in connection with my application for employment, and my personal interviews, is accurate and complete. I understand that providing inaccurate information will result in my application being declined or my dismissal after employment. I also understand that if I am offered a position, I will be required to provide more detailed personal information e.g. date of birth, emergency contact details, proof of identity or legal authorization to work.

Signature: _____ Date: _____

Your application

Please complete the application form and email it with your cover letter and resume to info@guillenpujol.com. (Feel free to include any additional information you wish to provide). Please indicate the position you wish to apply for on the email subject.

- Please note that for some professional positions the candidate must have completed a university degree in Accounting, Finance, Management, or related field.
- Tax Manager candidates must have a CPA active license.

II. Authorization

I authorize Guillen Pujol CPA PA to investigate or verify my professional background and check my personal, professional, and labor references

Signature: _____ Date: _____

If chosen, you will receive an invite via phone or email to attend a preliminary interview with our company in person or via zoom. GPCPAs recruitment process includes interviews with HR and the management team, as well as some aptitude tests covering subjects such as accounting, problem-solving, and languages proficiency.

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