PINNACLE ACCOUNTING & FINANCE, LLC

Employment Application

Manor Oak 2, Suite 305

1910 Cochran Road

Pittsburgh, PA 15220

412.343.6300 

[www.paf-resources.com](http://www.paf-resources.com/) 

Pinnacle Accounting and Finance, LLC (“Pinnacle”) is an equal opportunity employer. In all our employment practices, including hiring, Pinnacle is firmly committed to equal opportunity without regard to gender, race, age, sex, religion, ethnicity, national origin, disability, veteran status, sexual orientation, or any other category protected by applicable federal, state, or local law. **\*If any of this information is explicitly provided in the resume, there is no need to complete the section, please indicate “See Resume”.**

Name:

Last First Middle

**Personal Data**

|  |  |
| --- | --- |
| *Current Address:*  Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Contact Information:*  Primary Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Secondary Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Additional Data**

|  |
| --- |
| Have you previously worked for Pinnacle? Yes No  If hired, will you be able to demonstrate eligibility to work in the United States? Yes No  Have you ever been discharged from a job? Yes No  If so, please explain the reason for the discharge.  Have you ever plead guilty to or been convicted of a felony or a misdemeanor? Yes No  A guilty plea or conviction will not necessarily disqualify you from the job for which you have applied.  Have you ever signed an agreement not to compete with an employer after the employment ended? Yes No  If so, please explain. |

**Employment background**

| Present (or last) Employer Company Name: |
| --- |
| Starting Base Salary: | Ending Base Salary: |
| Reason for Leaving: | Supervisor: |
| Previous Employer Company Name: |
| Starting Base Salary: | Ending Base Salary: |
| Reason for Leaving: | Supervisor: |
| Starting Base Salary: | Ending Base Salary: |
| Reason for Leaving: | Supervisor: |
| Previous Employer Company Name: |
| Starting Base Salary: | Ending Base Salary: |
| Reason for Leaving: | Supervisor: |

**Business Reference** (List 4 Business References)

|  |  |  |
| --- | --- | --- |
| Name | Relationship | Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

May we and/or an authorized agent contact the references you list? Yes No

(If no, which ones may we not contact?

**Authorization and release**

You hereby authorize Pinnacle to make whatever inquiries it or they deem necessary of any person, educational institution, or organization to verify any of the information given in your Application for Employment and to determine your qualifications and abilities, and to disclose any information given by you in the application process. By signing below, you also request and authorize any party, including every school official, law enforcement official, governmental official, court official, and every other person or entity having control of any document, record, or other specific information, including any personal opinion or belief, concerning you or your application for employment, employment background, and education background to release all information, including originals or copies of any documents and records concerning your employment record and performance, reason for leaving your former position(s), and educational background to Pinnacle, a consumer reporting agency, or to any representative acting on Pinnacle's behalf, to inspect and make copies of any such documents, records or other information. You hereby release and exonerate your personal and employment references, your former employers and school personnel, and all individuals connected with each organization from all liability for any damage that arises from providing truthful information.

**At-Will Employment**

By your signature below, you confirm that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of any employee handbook, personnel manual, benefit plan, policy statements, and the like as they may exist from time to time, or other Pinnacle practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of Pinnacle. You also know and understand that if employment is offered to you and the salary is stated in a fixed term, that fact does not imply employment for any fixed period. In the event that you are offered a position and you accept that offer, your employment shall be "at-will" and may be terminated at any time by either yourself or Pinnacle, with or without cause and with or without notice. You understand that no manager or representative of Pinnacle has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

**Drug/Substance Abuse Free Workplace**

Pinnacle is a Drug/Substance Abuse Free Workplace. As part of the recruiting process, you understand that you may be required to sign a written release and submit to a drug screening examination.

**Immigration Reform and Control Act**

Under the Immigration Reform and Control Act of 1986, you will (if hired) be required to fill out a certification verifying that you are eligible to be employed and to provide documentation verifying your identity.

**Confidentiality**

Pinnacle protects the confidentiality of its business information, and a condition of employment with Pinnacle is compliance with all of the terms of Pinnacle’s business confidentiality policies including (i) an agreement not to disclose to anyone outside Pinnacle any information of a confidential nature proprietary to Pinnacle, and (ii) an agreement to disclose to Pinnacle promptly after their conception all inventions, improvements, and developments relating to the business of Pinnacle which are conceived or developed while employed by Pinnacle, including all inventions made on Pinnacle's time or in the performance of assignments which are given during the course of your employment by Pinnacle.

**information complete and truthful**

You certify that you have read and fully completed all pages of this application and all information written is true, correct and complete. You also certify that you have accounted for all of your work experience and training on this application. You understand that your application may be rejected, if hired, your employment may be terminated if it is learned that any of your answers on this application, or any supplement thereto, or in any pre-employment interview were false or misrepresented, or incomplete or omitted.

Signature: Date: