

STAFF ACCOUNTANT



EMPLOYMENT APPLICATION

5915 S. PERKINS RD. STILLWATER OK 74074 - 405-377-8763



The Railroad Yard Inc. provides equal employment opportunities to all applicants for employment and prohibits violation of federal, state, or local laws through discrimination or harassment of any type.

Incomplete applications, will not be considered for employment.

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY? _____

FULL NAME: _____ DATE AVAILABLE TO WORK: _____
LAST, FIRST MIDDLE (required)

Birthday: _____ Social Security# _____ Drivers License # _____

Cell # _____ Home Phone # _____ Alternate Phone # _____

PRESENT ADDRESS _____ YEARS _____

CITY _____ STATE _____ ZIP _____

PREVIOUS ADDRESS _____ YEARS _____

CITY _____ STATE _____ ZIP _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

IF SO, PLEASE EXPLAIN: _____

Fill Out
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EDUCATION:

HIGH SCHOOL _____

NAME LOCATION GRADUATION YEAR

TRADE SCHOOL _____

NAME LOCATION GRADUATION YEAR

COLLEGE _____

NAME LOCATION GRADUATION YEAR

EMPLOYMENT HISTORY - NOTE: Be as detailed as possible

Business Name _____ Phone _____

Date of Employment From: _____ To: _____

Address: _____ Position: _____

Title: _____

Responsibilities: _____

Reason for Leaving: _____

Supervisor's Name: _____ May we contact them? _____

Supervisors Number: _____

EMPLOYMENT HISTORY - NOTE: Be as detailed as possible

Business Name _____ Phone _____

Date of Employment From: _____ To: _____

Address: _____ Position: _____

Title: _____

Responsibilities: _____

Reason for Leaving: _____

Supervisor's Name: _____ May we contact them? _____

Supervisors Number: _____

EMPLOYMENT HISTORY - NOTE: Be as detailed as possible

Business Name _____ Phone _____

Date of Employment From: _____ To: _____

Address: _____ Position: _____

Title: _____

Responsibilities: _____

Reason for Leaving: _____

Supervisor's Name: _____ May we contact them? _____

Supervisors Number: _____

GENERAL QUESTIONNAIRE...

Describe your experience with managing accounts receivable and accounts payable.

Which accounting software programs are you proficient in? _____

Do you have experience reconciling accounts such as credit cards? If so, please briefly describe your process.

What types of auditing have you worked on?

What is your desired salary/wages/benefits? _____

The Railroad Yard Inc. as a condition of employment, will perform background checks and/or pre-employment drug screenings. I hereby acknowledge that I have read and understand this statement.

YOUR SIGNATURE: _____ DATE: _____

NEXT STEP: Turn in your application:

- eMail it to: mike@railroadyard.com
- U.S. Mail it to: Mike Anderson @
PO BOX 2283 Stillwater OK 74074
- Deliver it in person to:
Mike Anderson @ 5915 S. Perkins Rd.
Stillwater, OK 74074