

Application for Employment

Legend Financial Advisors, Inc.
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Pittsburgh, PA 15237
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www.legend-financial.com

PLEASE PRINT

Date: _____

Name: _____
LAST FIRST MIDDLE

Address: _____

Home Telephone: (____) _____ Best time to call you at home is _____ a.m. / p.m.

May we contact you at work? ___ Yes ___ No If Yes, work number and best time to call: (____) _____ a.m. / p.m.

Cellular Phone: (____) _____ Best time to call your cell phone is _____ a.m. / p.m.

E-mail address: _____

Position Applied for: _____ What is your desired salary range? \$ _____

Are you legally eligible for employment in this country? ___ Yes ___ No

Date available for work: _____

Will you work overtime if required? ___ Yes ___ No If No, please explain _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ___ Yes ___ No
If yes, please provide date(s) and details: _____

Employment History (starting with most recent)

1. From: _____ To: _____ Employer: _____ Telephone: _____
Month/Year Month/Year

Job Title: Start _____ /Final _____ Address: _____

Immediate Supervisor - name and title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for Leaving: _____

Hourly rate/salary: start \$ _____ final/current\$ _____

May we contact for reference? ___ Yes ___ No ___ Later

2. From: _____ To: _____ Employer: _____ Telephone: _____
Month/Year Month/Year

Job Title: Start _____ /Final _____ Address: _____

Immediate Supervisor - name and title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for Leaving: _____

Hourly rate/salary: start \$ _____ final/current\$ _____

May we contact for reference? ___ Yes ___ No ___ Later

3. From: _____ To: _____ Employer: _____ Telephone: _____
 Month/Year Month/Year

Job Title: Start _____ /Final _____ Address: _____

Immediate Supervisor - name and title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for Leaving: _____

Hourly rate/salary: start \$ _____ final/current\$ _____

May we contact for reference? Yes No Later

Comments Including explanation of any gaps in employment _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Please list below all software packages with which you are familiar. Please be specific about knowledge of software programs and your level of expertise.

Software	Level of Expertise				
	Excellent	Good	Average	Fair	Poor
	Excellent	Good	Average	Fair	Poor
	Excellent	Good	Average	Fair	Poor
	Excellent	Good	Average	Fair	Poor
	Excellent	Good	Average	Fair	Poor
	Excellent	Good	Average	Fair	Poor

Educational Background

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. School	B. Number of Years Completed	C. Degree/Diploma	D. GPA/Class Rank	E. Major	F. Minor

References

List name and telephone number of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Telephone	No. of Years Known
	()	
	()	
	()	

Additional Information

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard or any other similarly protected status.

Organization	Offices Held

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: _____

Name: _____

Date: _____

Instructions:

Please complete the following grid with regard to your personal computer skills. You may be asked at some point in the interview process to take computer skills tests. Your test scores will be matched against your answers listed below. It is important that you assess your skills with regard to each software program as accurately as possible.

Microsoft Program	I have extensive experience on an almost daily basis with the advanced features of the program	I have extensive experience on an almost daily basis with the basic and intermediate features of the program	I have used the program regularly	I have used the program from time to time	I have little experience with the program	I have never used the program
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skype	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Name: _____

Date: _____

Instructions:

Please complete the following grid with regard to your knowledge of each Social Media service. You may be asked at some point in the interview process to discuss these Social Media services. It is important that you assess your skills with regard to each Social Media service as accurately as possible.

Social Media Services	I have extensive experience on an almost daily basis with the advanced features of the service	I have extensive experience on an almost daily basis with the basic and intermediate features of the service	I have used the service regularly	I have used the service from time to time	I have little experience with the service	I have never used the service
Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LinkedIn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snapchat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pinterest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: _____

Comments: _____
