**Precision Painting, LLC Accounting Intern Position**

**Directions: Please complete your application as accurately and honestly as possible. Please note: Your application will only be accepted if accompanied with both a resume and a cover letter. Students and non-students are eligible for the position, however, a high competency about accounting and Peachtree accounting software is required.**

**Applicant's Personal Details:**

Name (s) (First, Middle Initial, Last Name

[Type text]

Physical Address:

[Type text]

Postal Address (if different):

[Type text]

Phone Number

[Type text]

**Questions Pertaining to Opening**

Do you have reliable transportation?

Yes No (please highlight one using the highlighter tool).

Do you have a valid Oregon driver’s license?

Yes No (please highlight one using the highlighter tool).

Is your vehicle currently insured?

Yes No (please highlight one using the highlighter tool).

Are you willing to work weekends?

Yes No (please highlight one using the highlighter tool).

Are you willing to work some evenings?

Yes No (please highlight one using the highlighter tool).

Are you willing to work overtime?

Yes No (please highlight one using the highlighter tool).

Can you pass a randomly administered drug test?

Yes No (please highlight one using the highlighter tool).

Other than a traffic violation, have you ever been convicted of a criminal offense? Please include being convicted of driving under the influence (DUI).

Yes No (please highlight one using the highlighter tool).

If so then please explain

[Type text]

What type of work are you looking for? We are seeking part-time and full-time employees.

Part-time Full time Internship

How long are you looking to be employed?

1-3 months 4-8 months 8-12 months 13-23 months 2 years+ (please highlight one using the highlighter tool).

On a scale of 1 to 10, with 10 being very comfortable, how comfortable are you with telemarketing? (Please highlight one using the highlighter tool).

1 2 3 4 5 6 7 8 9 10

On a scale of 1 to 10, with 10 being very comfortable, how comfortable are you with making door to door sales? (Please highlight one using the highlighter tool).

1 2 3 4 5 6 7 8 9 10

On a scale of 1 to 10, with 10 being the best, how high would your best friend rate your level of emotional intelligence? (Please highlight one using the highlighter tool).

1 2 3 4 5 6 7 8 9 10

On a scale of 1 to 10, with 10 being the best, how high would you rate your personal sales skills? (Please highlight one using the highlighter tool).

1 2 3 4 5 6 7 8 9 10

On a scale of 1 to 10, with 10 being the best, how would you rate your critical thinking skills? (Please highlight one using the highlighter tool).

1 2 3 4 5 6 7 8 9 10

On a scale of 1 to 10, with 10 being the highest, how interested are you in sales?

(Please highlight one using the highlighter tool).

1 2 3 4 5 6 7 8 9 10

Please explain your answer to the previous question:

[Type text]

Please list all your skills that are applicable to the position:

[Type text]

What are the important things to do in sales?

[Type text]

What sales experience in personal sales do you have?

[Type text]

What is your personal definition of the word integrity?

[Type text]

You present an estimate and a customer says, “Thank you for your time, but I need to think about it before saying yes or no.” What is your response?

[Type text]

What do you know about painting? Please be as detailed as possible.

[Type text]

Why should we hire you over other qualified applicants?

[Type text]

Describe the type of environment you work in best?

[Type text]

Described your personality and please be specific

[Type text]

Date available for employment:

[Type text]

When was the last time you were late to work and why were you late to work?

[Type text]

What was the last thing you quit (sports, job, etc.) and why did you quit?

[Type text]

**Please read the following scenario and answer it to the best of your ability. There are several methods that may be used to enter the required journal entries. Brandon decides to make a purchase and he withdrawals $200 from a bank ATM to purchase ladders. Brandon is running short on time and has to meet a client for lunch before purchasing the ladders. Brandon does not have any other cash on hand so he uses $50 of the money withdrawn for ladders to pay for the lunch. Brandon disclosed to Paul he is $50 short of the agreed upon price for the ladders he wishes to purchase. Paul gives Brandon the $50 required for the ladder purchase and Brandon makes the ladder purchase. Record the appropriate journal entries below. (Brandon & Paul are the owners of the business).**

**Journal Entry 1**

[Type text]

**Journal Entry 2**

[Type text]

**Journal Entry 3**

[Type text]

**Journal Entry 4**

[Type text]

**Education:**

High School attended:

[Type text]

High School Graduation date or highest grade completed:

[Type text]

Date:

[Type text]

College / University attended:

[Type text]

Qualifications:

[Type text]

Date:

[Type text]

Other Training or Institution attended:

[Type text]

Qualifications:

[Type text]

Date:

[Type text]

Languages: (Please specify ability to Speak - Read - Write)

[Type text]

Hobbies or Interests:

[Type text]

**References**

(1)Reference: (Not family)

Name:

[Type text]

Contact phone number:

[Type text]

Occupation:

[Type text]

Period Known:

[Type text]

(2)Reference: (Not family)

Name:

[Type text]

Contact phone number

[Type text]

Occupation:

[Type text]

Period Known:

[Type text]

**Employment History: (Start with your current or most recent employer)**

(1)Company:

[Type text]

Manager:

[Type text]

Contact phone number:

[Type text]

Position Held:

[Type text]

Period Employed:

[Type text]

Responsibilities / Duties:

[Type text]

Salary:

[Type text]

Reasons for leaving:

[Type text]

Is it okay to contact manager?

Yes No (please highlight one using the highlighter tool).

(2)Company:

[Type text]

Manager:

[Type text]

Contact phone number:

[Type text]

Position Held:

[Type text]

Period Employed:

[Type text]

Responsibilities / Duties:

[Type text]

Salary:

[Type text]

Reasons for leaving:

[Type text]

Is it okay to contact manager?

Yes No (please highlight one using the highlighter tool).

(3)Company:

[Type text]

Manager:

[Type text]

Contact phone number:

[Type text]

Position Held:

[Type text]

Period Employed:

[Type text]

Responsibilities / Duties:

[Type text]

Salary:

[Type text]

Reasons for leaving:

[Type text]

Is it okay to contact manager?

Yes No (please highlight one using the highlighter tool).

**Declarations:**

I declare that I understand that this is an application for a position only and does not imply any promises of employment on behalf of Precision Painting, LLC.

I the undersigned applicant hereby declare that all of the information on this application for employment is accurate and true and I understand that any falsehood or omission on my part may be grounds for future dismissal from the position or withdrawal of an offer of employment. I understand typing my name in the text field below is equivalent to a hand written signature.

**Name** [Type text] **Date** [Type text]