

ACCOUNTING DEPARTMENT APPLICATION FORM

APPLICATION DATE: _____

NAME: _____

CURRENT CITY OF RESIDENCE: _____

We are concerned about stressing our employees with long commutes. During "Rush-Hour" traffic, how long would you estimate your commute to central Pasadena: _____

Is there anything in your credit history, work history, or other history which would prevent you from being bonded? [y] [n] [?]

Best contact phone number: _____

E-Mail Address: _____@_____

Smoker? [y] [n] TYPING SPEED: _____ WPM

10-KEY DATA ENTRY SPEED: _____

If you do not know your data-entry speed, would you consider yourself: [average], [fairly fast], [very fast], or [incredibly fast] **(Please indicate one).**

Please list business-related computer programs with which you are proficient:

YEARS OF HANDS-ON EXPERIENCE IN PROPERTY MANAGEMENT ACCOUNTING: _____

YEARS OF HANDS-ON EXPERIENCE IN GENERAL ACCOUNTING: _____

COLLEGE-LEVEL BOOK-KEEPING OR ACCOUNTING COURSES OR COMPUTER COURSES:

LANGUAGES SPOKEN IN ADDITION TO ENGLISH: _____

PLEASE COMPLETE THE FOLLOWING, even if you have sent a resume:

PRESENT EMPLOYER: _____ TEL: (_____) _____
(or most recent employer)

EMPLOYED FROM: _____ TO _____ POSITION: _____

SALARY: _____ DUTIES: _____

WHAT PART OF THE JOB DO YOU LIKE BEST? _____

REASON FOR LEAVING (if you did) ? _____

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU COMPLETED? _____

HIGH SCHOOL ATTENDED: _____ CITY: _____ FROM ____ TO ____

GRADUATED? [Y] [N] CUMULATIVE G.P.A.: _____

VOCATIONAL OR
TRADE SCHOOL ATTENDED: _____ CITY: _____ FROM ____ TO ____

COLLEGE ATTENDED: _____ CITY: _____ FROM ____ TO ____

GRADUATED? [Y] [N] DEGREE IN: _____

PLEASE DESCRIBE
YOURSELF: _____

WHAT ARE THE THREE MOST IMPORTANT THINGS YOU WANT IN A JOB, IN ORDER OF IMPORTANCE:

1. _____ 2. _____ 3. _____

WHAT ARE YOUR CAREER AND OCCUPATIONAL GOALS, AND HOW DO YOU THINK THIS JOB WILL HELP YOU IN ACHIEVING THOSE GOALS?

PLEASE WORK OUT THE FOLLOWING:

$$236 + 437 + 875 + 682 + 23 + 45 + 17 = \underline{\hspace{2cm}}$$

$$972 - 685 = \underline{\hspace{2cm}}$$

$$475 \times 622 = \underline{\hspace{2cm}}$$

$$43 \text{ divided by } 7 = \underline{\hspace{2cm}}$$

$$9 \text{ is what percent of } 12 ? \underline{\hspace{2cm}}$$

CONSIDER THIS SITUATION: On the 3rd of April we received a water bill for the property at 720 E. Mountain, Pasadena. The bill included the following information:

Date:	March 20
Prior Balance	\$ 802.20
Current Charges	\$ 768.94
Current Balance	\$1,582.14

What amount would you pay ? _____

Why ? _____

NOW, PLEASE CONSIDER THIS: It's 10:00 in the morning on the 10th of the month. In our company the tenants are expected to pay their rent no later than 5:00 pm on the 3rd day of the month. You get a call from our bank advising you that the check we deposited from the tenant from #3 at 1350 E. Washington had been returned for insufficient funds. That same morning, in his mail, the tenant received a similar note from his bank, advising him that his account was over-drawn.

In general, it is our policy to evict tenants who do not pay their rent.

An hour later, you get a call from the tenant. He says that he has worked it out with his bank because the bank has made a mistake. He asks you to re-submit the check. What would you do, and why ?

JAMES RECEIVED A weekly SALARY of \$500 plus a 5% commission on sales. If he earned \$750 last week, how much did he sell ?

_____ \$ _____

INSTRUCTIONS: Please read the following story. You can assume that everything that it says is true. Read carefully because the story is deliberately vague in spots. Don't try to memorize it. You can look back at any time.

Then read the numbered statements about the story and decide whether you consider each one TRUE, FALSE, or QUESTIONABLE. Circling the "T" means that you are sure that the statement is definitely TRUE. Circling the "F" means that you are sure that the statement is definitely FALSE. Circling the "?" means that you cannot tell if the statement is TRUE or FALSE. If you feel doubtful about any part of the statement, circle the "?".

THE STORY:

The owner of the Adams Manufacturing Company entered the office of one of his foremen where he found three employees playing cards. One of them was Carl Young, brother-in-law of foreman Henry Dilson. Dilson, incidentally, often worked late. Company rules did not specifically forbid gambling on the premises, but the owner has expressed himself forcibly on the subject.

THE STATEMENTS:

- | | | | |
|---|---|---|---|
| 1. In brief, the story is about a company owner who found three men playing cards. | T | F | ? |
| 2. Company rules forbade playing cards on the premises after hours. | T | F | ? |
| 3. While the card playing took place in Henry Dilson's office, the story does not state whether Dilson was present. | T | F | ? |
| 4. Dilson never worked late. | T | F | ? |
| 5. Gambling on the premises of the Adams Manufacturing Company was not punished. | T | F | ? |
| 6. Carl Young was not playing cards when the president walked in. | T | F | ? |
| 7. Three employees were gambling in a foreman's office. | T | F | ? |
| 8. The card players were surprised when the owner walked in. | T | F | ? |
| 9. Henry Dilson is Carl Young's brother-in-law. | T | F | ? |
| 10. The owner is opposed to gambling on company premises. | T | F | ? |
| 11. Carl Young did not take part in the card game in Henry Dilson's office. | T | F | ? |

Please correct the following sentences, IF NEEDED.

- That's him.
- Was you on Andy's team?
- You should of seen the crowd at Disneyland yesterday.
- These here will fit. Those there will not.

Now try this one:

Inspector Lestrade enters the dining room. The body lies in the middle of the room.

Four people were in the room when the lights went out. Each of them makes a statement to the inspector:

- Alice - "I know who killed her".
- Benny - "I killed her".
- Carol - "Benny killed her".
- Donald - "It wasn't Benny or Carol".

Background inquiries reveal that all of the suspects are totally untrustworthy, so Inspector Lestrade correctly perceives that **they ALL are lying**.

Whodunit? _____

But that's a bit easy. Suppose instead that Inspector Lestrade correctly perceives that **just one suspect is lying**.

Then whodunit? _____

In your recent past, have you had a job, a hobby, or an interest that required a **high degree of attention to detail** ? If so, please describe:

In your recent past, have you been involved in a job, hobby, or interest that requires a **good customer service skills** ? If so, please describe:

In your recent past, have you been involved in a job, hobby, or interest that requires the **ability to work well with others**, such as co-workers ? If so, please describe:

If selected for a position with Beven & Brock, **when could you start?** _____

If selected, what hours would you be available to do this job? _____

Are there any days or times when you would be unable to work?

IF SO, PLEASE EXPLAIN.

What compensation are you expecting?

I hereby authorize Beven & Brock to check references, credit, and any criminal history to the extent that they deem necessary.

Date: _____

Applicant Signature

PLEASE SEND THIS COMPLETED FORM TO: Fin.Beven@BevenandBrock.com