



JOB APPLICATION FORM

430 WEST PIKE STREET SUITE A LAWRENCEVILLE, GA 30046

+1 678-226-2686 INFO@ATALLC.CO

PERSONAL INFORMATION				
FIRST NAME		LAST NAME		PHONE NUMBER
ADDRESS				
CITY	STATE		ZIP	EMAIL
NID		DATE OF BIRTH		MARITAL STATUS

EMPLOYMENT DESIRED		
POSITION	DATE AVAILABLE TO START	SALARY DESIRED
EMPLOYMENT TYPE	EMPLOYMENT DESIRED. <input type="checkbox"/> Full-time <input type="checkbox"/> Half-time <input type="checkbox"/> Seasonally	

EDUCATION				
DEGREE/COURSE	UNIVERSITY / INSTITUTE	YEAR OF GRADUATION	GRADE	CITY

SKILLS

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

I HEREBY CONFIRM THE VERACITY AND COMPLETENESS OF MY RESPONSES, ACKNOWLEDGING THAT PROVIDING INCORRECT INFORMATION MAY RESULT IN THE TERMINATION OF EMPLOYMENT.

SIGNATURE : DATE :



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QUESTIONS

Yes No

1. Are you legally authorized to work in the U.S.?
2. Are you legally authorized to work in the Colombia?
3. Do you Speak Spanish?

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

EXPERIENCE AND SKILLS

4. Do you have experience with bookkeeping, accounting, or tax preparation?
If yes, please describe.

5. Are you familiar with QuickBooks or any other accounting software?

6. Have you worked with payroll processing or tax forms (W2, 1099, etc.)?

7. Describe any experience working with clients in English and Spanish.

8. Are you comfortable working remotely and using technology for communication and file sharing?

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UNDERSTANDING OUR WORK

What do you understand about the services ATA provides?

Why do you want to work in the accounting and tax industry?

How would you handle a situation where a client is missing important documentation?

What does 'compliance' mean to you in the context of accounting and taxes?

Why is accurate bookkeeping important for a business?

Anything you would like to tell us?

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