

**Thomas & Gibbs CPAs, PLLC
Fayetteville Road Office Park
6114 Fayetteville Road, Suite 101
Durham, NC 27713**

Unpaid Internship Application

Please print or type all responses below and transmit your completed application along with a copy of your resume to Monica Barnes at mbarnes@tgcpa.net; phone: (919)544-0555 ext. 100; fax: (919) 544-0556.

Identification

Full name: _____
Street address: _____
City: _____ State: _____ ZIP code: _____
Telephone: () _____

Education

High School: _____ GPA _____
College: _____ GPA _____ Degree _____
Graduate school: _____ GPA _____ Degree _____
Technical school: _____ GPA _____ Degree _____

Accounting/Tax Courses Completed: _____

Special training and qualifications

Software/computer proficiency level: _____

Special skills: _____

Certification and licenses: _____

Previous employment

Present or last employer: _____

Job title: _____

Supervisor: _____

Address: _____

Telephone: () _____

May we contact? _____

Dates employed: from _____ to _____ Reason for leaving: _____

Description of duties: _____

Next previous employer: _____

Supervisor: _____

Address: _____

Telephone: () _____

May we contact? _____ Most recent job title: _____

Dates employed: from _____ to _____ Reason for leaving: _____

Description of duties: _____

Have you ever been convicted of a felony? _____ (If so, please explain.)

Additional remarks: _____

Are you authorized to work in the United States? Yes _____ No _____

References

Name: _____

Employer: _____

Title: _____

Address: _____

Telephone: () _____

Email: _____

Relationship: _____

Name: _____

Employer: _____

Title: _____

Address: _____

Telephone: () _____

Email: _____

Relationship: _____

Personal Statement

Why would you like to become an intern with Thomas & Gibbs CPAs?: _____

What do you hope to gain from your internship experience?: _____

Acknowledgement

If accepted in the Firm’s unpaid internship program, you will be exposed to private client information. You are required to keep such information confidential, both during and after the internship period.

It is the policy of Thomas & Gibbs CPAs, PLLC to provide equal opportunity for all qualified persons and not to discriminate against any applicant because of age, race, religion, color, gender, sexual orientation, physical or mental limitation, or national origin. This Firm also encourages applications from qualified candidates who may have a disability.

I understand that this application and any other Firm documents are not intended nor should be construed as contracts of employment. I understand that an intern may leave the program voluntarily and the internship may be terminated by Thomas & Gibbs CPAs, PLLC at any time, for any reason, or for no reason.

I authorize Thomas & Gibbs CPAs, PLLC to confirm all data provided by me in this application without any repercussions. I understand that the discovery by the Firm of falsification of any such information will disqualify this application from further consideration.

Signature: _____ Today’s date: _____