



Striving to Educate Arizona Communities Against Poverty

FISCAL MANUAL

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Striving to Educate Arizona Communities Against Poverty

INTRODUCTION STATEMENT

In compiling the SEACAP Management Control Manual and Financial Policies and Procedures, an effort has been made to incorporate specific regulations and requirements of our various funding sources, (Department of Health and Human Services, Department of Economic Security, Department of Energy and Office of Economic Planning and Development, as well as regulation of the Internal Revenue Service). If there are any differences in policies from the various funding sources, the more stringent control has been adopted to comply with change. The current method of accounting utilized by SEACAP is a double entry, cash basis accounting system. As procedures were established, every effort was made to insure proper use of each grant allocation.

These policies and procedures will be reviewed on a regular basis and will be revised as staff and funding agency requirements warrant changes.

CONTRACT FILES

Policies

All contracts funding SEACAP will have a complete file set up in the Fiscal Office containing the following:

- Grant Proposal
- Contract Award
- Any Contract Amendments
- Correspondence
- Reports-Program and Financial
- Copies of Receipts for Cash Advances or Reimbursements

Procedures

1. When a new contract or amendment is received in the SEACAP office, the original is sent to the Fiscal Office for a contract file to be set up. Copies of the contract are distributed to the Executive Director, Program Manager, Contract Manager and all relevant staff working with that particular contract to include Regional Coordinators, Case Managers, Weatherization Program Manager, Weatherization Supervisors and Weatherization Crew Members.
2. The proposal and contract are put in the file and control sheets are made summarizing: Contract name, number, grant period, grant amount, monthly expenditures, year to date expenditures, year to date balance and date reimbursements were received.
3. Copies of monthly reports, amendments and correspondence that is sent or received goes in the contract file.

CONTRACT FILES

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Procedures (Continued)

4. At contract close out, and unexpended balances remaining in the bank will be refunded to the funding source with the final report. A check authorization request will be completed and a check issued.
5. When contracts are closed out and after the final reports are submitted, the contract files are removed from the active files and placed in prior year file. All records are retained for audit purposes and according to the applicable statutes and contract requirements regarding records retention. Five years as mandated by IRS and funding source.

FUNDING ADJUSTMENTS

Policies

If funding adjustments are required due to unexpected expenses or increased cost over the year for items used, each contract must be handled according to the requirements and regulations of the funding source.

Procedures

1. If a budget adjustment is needed on a contract, an amendment to the contract must be submitted with the new proposed budget and justification for the change.
2. No expenditures should be made beyond the authorized totals until the amendment has been approved by funding source and signed amendment.
3. Any authorized amendments should be put in the contract files in the Fiscal Office to document the change, with copies to Program Manager and Contract Manager.

MATCHING FUNDS AND IN-KIND CONTRIBUTIONS

Policies

Matching funds in the form of actual cash must be deposited in the SEACAP bank account and credited to the program it was designated for.

In-kind contributions, whether in the form of personnel time, travel, materials, supplies, rent, etc., should have a letter from the donor stating the value, for what, and be signed, or an in-kind contribution form should be completed and signed.

Procedures

1. When space, services, travel or materials are supplied to the agency activities, some form of documentation must be received in the Fiscal Office. It is the Regional Coordinator's responsibility to make sure that this is provided by the contributor.
2. In-kind is then posted in the journals and allocated to the appropriate contract and line item.
3. Matching funds are treated as any other accounts receivable and will be credited according to those procedures in this manual.

FINANCIAL REPORTS

Policies

Financial reports will be prepared monthly and submitted on a timely basis and will accurately reflect the status of funds for the reporting period.

Reports will be prepared one (1) week after the end of the month and then reports are emailed to the funding agencies.

Monthly financial reports are due for the following contracts:

- CSV/CMT
- SEAGO
- DOE / LIHEAP / SWG Weatherization
- UNSG/UNSE Weatherization
- GCEC
- ACAA

Procedures

1. After journals have been closed and balanced for the month, the Fiscal Manager shall prepare all monthly reports.
2. Follow instructions in the manual for each of the contract report to be completed.
3. All reports are signed then e-mailed and Grants that have requested originals are prepared for mailing by the Fiscal Manager. The statistics on clients and backup documentation is provided by the Program Manager.
4. After signatures are obtained, copies of reports are made for the contract files in the Fiscal Office.

FINANCIALS

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Procedures (Continued)

5. In-house financial statement reports are prepared by the Fiscal Manager for presentation to the Board of Directors on a quarterly basis.
6. The Fiscal Manager prepares reports for all accounts and expenditures.
7. Any problems or adjustments are noted and any corrective measures are communicated to be entered in the journals.
8. Additional financial reports are occasionally asked for by funding sources and must be provided by the fiscal office. Instructions usually accompany the request for information. If any questions arise, contact the person who requested the information for clarification.

AUDIT

Policies

Audits will be performed annually by the funding source or an independent accounting firm.

Results will be presented to the Board of Directors.

Any exceptions found during the audit will be addressed and adjustments or policy changes will be implemented within thirty (30) days.

Audit reports will be sent to funding sources within ninety (90) days after contract completion.

Procedures

1. At the end of a contract year, if an independent accounting firm is to perform the audit, SEACAP will follow the purchasing policy to secure an audit firm.
2. Audit must be completed and a report of status and management letters must be prepared and sent to the funding sources.
3. Any adjustments or exceptions must be presented to the Fiscal Manager with adjustment entries or recommendations for solutions to the exceptions.
4. The Fiscal Manager will then prepare a response or make adjustments as required.
5. If the funding source sends their own auditor, the same procedures will be followed, except that they will designate the time of audit and our required response time to exceptions and making adjustments.

ACCOUNTS RECEIVABLE AND RECEIPTS

Policies

All checks or cash received by SEACAP will be deposited the next business day or as soon as practical into the agency bank account.

All receipts will be accounted for separately according to contract.

No single employee will be totally responsible for the receipt, deposit and posting of monies received by SEACAP.

Procedures

1. When a check is received in the mail or when cash is donated or refunded for advances, it is entered as incoming funds by the Executive Secretary. The Executive Secretary will make two (2) photocopies of monies received.
2. The incoming funds are then directed to the Fiscal Manager.
3. The Fiscal Manager fills out a deposit receipt in duplicate. A Cash Receipts entry is prepared stating source of funds, amount, date and contract to receive the credit.
4. The Fiscal Manager makes the deposits to SEACAP bank.
5. The bank deposit receipt are recorded and attached to the deposit information and filed in a monthly bank reconciliation folder.
6. The Fiscal Manager then files photocopy of funds in the appropriate contract file and documents date payment received on the control sheet.

PROCUREMENT

Procedures

Whenever possible, purchases will be made within the SEACAP counties, unless there is a substantial savings for the agency to warrant buying outside of the catchments area.

Bids will be obtained for all property purchases with a unit cost of (\$1,000.00 or more).

- a) Items with a unit cost of less than \$1,000.00 may be purchased without a requisition form (SEACAP) Form #7181), written quotes, bids or use of pre-approved contracts.
- b) Items valued in excess of \$1,000.00 must obtain quotes and document on requisition form (SEACAP Form #7181). A minimum of three (3) quotes. These quotes should be requested formally with detailed specifications provided to each vendor.

Telephone replies must be recorded SEACAP Form #9681 (Telephone Bids).

PROCUREMENT

Procedures

1. Obtain quotes and document of requisition form (SEACAP Form #7181). Quotes can be obtained via telephone, internet or written. Compare prices to maximize resources.
2. Complete requisition form and have signed by delegated authority. If you are unsure, check with your supervisor.
3. Mail requisition to Fiscal Manager, for signature, and verifies that the purchase is consistent with grant activity and that adequate funds are available in the appropriate grand budget to cover this expenditure.
4. All PR's should then be forwarded to the Executive Director who should have final say regarding any expenditure. The Executive Director should sign on approved line.
5. Entry has been reviewed and signed by Executive Director is then returned to Fiscal Manager, a copy is made then it's returned to its originator for purchase.
6. The person receiving goods purchased should sign and date the receipt acknowledging this and then turn the receipts in to the Fiscal Office.

ACCOUNTS PAYABLE AND DISBURSEMENTS

Policies

All agency unused checks will be retained in a secured location.

No checks will be issued without appropriate requisitions, purchase orders, invoices, receiving reports and statements or contracts for services.

No single employee will be totally responsible for the completion of the disbursement check authorizations, requests, check writing, signing of checks and mailing of payments.

All checks require two (2) signatures. The Executive Director, President of the Board of Directors or their appointees and/or the Fiscal Manager.

Procedures

1. The Executive Secretary opens statements and bills received in the mail. The Executive Secretary will forward bills to the Fiscal Office for process.
2. Program expenditures are processed by each Regional Coordinator. They designate which of their funding sources should pay the bill. They will prepare a check authorization to authorize payment of obligations.
3. All check authorizations are then sent to Fiscal Office for checks preparation. The Executive Director and Fiscal Manager shall sign at the bottom of each check authorization form.

ACCOUNTS PAYABLE AND DISBURSEMENTS

Page 2

Procedures (continued)

4. Checks are then returned to the Fiscal Office for disbursement.
5. Source documentation is filed alphabetically according to vendor.

ADVANCES

Policies

Advances will be allowed only for authorized travel, per diem and registration fees, when applicable.

Advance requests must be submitted at least one (1) week ahead of planned trip.

Procedures

1. The employee needing the funds for an authorized activity for SEACAP will initiate a request for travel advance monies. Travel Advance request is submitted with complete travel information to the Executive Director for his authorization.
2. The authorization should then be submitted to the Fiscal Office so that a check can be prepared.
3. Any funds left over from the advance should be turned back in to the Fiscal Office to be redeposited in the bank and credited back to the appropriate contract and line-item charged. This must be done within three (3) days of returns.
4. If the advance did not cover the entire cost of the trip, then a reimbursement form shall be filled out. (see Appendix) should be submitted according to the procedures in the travel section of this manual, so that the employee can be reimbursed for the additional expenses.

PERSONNEL-PAYROLL

Policies

Each new employee file will have a cover sheet In the front of the employee folder stating employee's name, social security number, starting date, salary or wage, address, contact names, date of birth and supervisor's name. The employee file should have a resume (if appropriate), an employment application, W-2, A-4, I-9, copy of social security card, drivers license, Copy of Finger Print Clearance card and application, background check, insurance enrollment, employee evaluations and any material dealing with demotions, promotions, transfers, etc. (see Appendix).

All personnel status changes will be documented on the employee status form (see Appendix) and forwarded to the Fiscal Office.

All personnel files will be maintained in a secured location and will not be open to general examination. These will be treated as confidential material.

Paydays are every other Friday for the prior two (2) week period.

Procedures

1. Upon hire, the Administrative Office should start a personnel file. This file will be the repository for:
 - a) Employee Status Form
 - b) W-4 and A-4 Forms
 - c) Insurance Form

2. Employees must sign in and out of work on a daily basis to document their attendance at work.

3. Time sheets with employee and supervisors original signatures should be faxed or turned in every other Friday so that payroll can be processed. The originals must be in the Fiscal Office by the following Monday morning. The Executive Director will authorize payment of wages.
4. Leave time must be recorded and approved in advance (as much as possible) and forms sent to the Administrative Office to be connected with appropriate time sheets. If the appropriate forms and processes are not observed, as stated in the SEACAP Personnel Policies and Procedures Manual, leave time could be disallowed and result in time without pay. Forms should be initiated by the employee taking leave (see Appendix).
5. Any salary change or employee status change should be communicated to the Fiscal Office by the appropriate Supervisor on the employee action form (see Appendix).
6. Once all documentation is signed and received in the Administrative Office, each employee's pay for the two (2) weeks is then entered into the Payroll Program. The Payroll Manager then enters the hours worked, for each fund source, as identified by each employee on their timesheet. Payroll is then calculated by the agency's SAGE Accounting Software system, reviewed by the Payroll Manager and payroll checks are then printed.
7. After checks have been printed. Payroll information is then transferred to the Accounting Program. The FICA and State Withholding report is printed so that check will be issued to the State. FICA deposit is called into the IRS and withdrawn from SEACAP bank account.
8. Journal entries will be made for the FICA and Direct Deposit
9. When checks are ready for signature they are given to the Executive Director, Fiscal Manager and/or the President of the Board of Directors or their designated appointee.
10. Once signed, they are returned to the Fiscal Office, where the checks are put in envelopes and sent to each county office to be distributed on Friday. The pay check stub is then filed in front of the employee's file folder.

PAYROLL TAXES AND REPORTS

Policies

All payroll taxes, workmen's compensation reports and unemployment insurance reports must be filed on a timely and accurate basis to avoid penalty charges.

As private non-profit agency, at present we are exempt from payment of federal unemployment taxes (FUTA). This status can change at a later date and must be monitored closely.

Procedures

1. After the payroll summary sheet has been prepared, it should be totaled and balanced. The federal withholding tax, employer and employee share of FICA should be deposited every pay period. Complete a deposit card issued by IRS with the bank name and amount of taxes owed for the pay period. Also complete a disbursement voucher request and allocate the expense according to the summary sheet – charging appropriate contracts and the salary for fringe line item.
2. Deposit slip received from bank should be filed in the Fiscal Office with the payroll summary and the voucher request in the accounts payable file.
3. To prepare quarterly tax reports, a quarterly payroll summary sheet should be done. List each employee, social security number, gross earnings for the quarter, federal tax withheld, state tax, etc. Balance the summary first by grants and then a grand total. This will make reporting and allocation of expenses easier.
4. Report forms will automatically be sent to SEACAP by the various agencies and instructions are included. Complete each form as instructed.

PAYROLL TAXES AND REPORTS

Page 2

Procedures (continued)

5. Once reports are complete, prepare a disbursement voucher for each report we owe money on. Use the summary sheet to compute liability of each contract.
6. When these are completed, process the voucher request as in accounts payable procedures.
7. Copies will be filed with accounts payable records in the Fiscal Office.
8. Annual income tax reports will be filed by the Accounting Office.
9. Reports to the Arizona Corporation Commission will also be completed by the Accounting Office with copies maintained in filing system.

TELEPHONE

Policies & Procedures

1. Before telephone bills can be paid, each long distance call must be identified and verified as an agency call. Any calls that cannot be identified, as agency calls will be tracked down through inquiries among staff or by internet.
2. All calls will be identified as to contract to be charged and the equipment and service charge will also be distributed over all contracts.
3. Bills will then be processed as all other accounts payable.

TRAVEL

Policies

All claims for reimbursement of personal car use must be filed by the individual employee with the Fiscal Office on the appropriate travel claim (see Appendix).

All travel where other expenses or per diem is claimed, must also have a travel control form completed prior to incurring the expense for authorization (see Appendix).

Travel policies are covered in depth in the SEACAP Personnel Policies and Procedures Manual. As an overview, mileage will be reimbursed at \$.30 per mile and a maximum per diem allowed is \$20.00 per day for meals plus hotel. Per Diem is broken down by meals: breakfast - \$5.00; lunch - \$6.00; and dinner - \$9.00.

Cash advances will be made only when necessary and for extended travel.

All claims for reimbursement must be submitted within ten (10) days from when expenses were incurred.

Procedures

1. Indicate date, destination, and driver, beginning and ending odometer reading. The log should be submitted to immediate Supervisor for authorization for payment prior to being sent to Fiscal Office for payment.
2. After the trip, depending on how many trips were made, a travel claim should be submitted. After completing all of the forms, attach your travel control form, any receipts for meals and expenses and turn in to the Fiscal Office.
3. The Fiscal Manager then verifies computations, checks receipts for meals and other expenses and signs the claim. A reimbursement checks are then prepared.
4. It is then sent to the Executive Director for his signature.
5. Fiscal office then mails reimbursement check to Supervisor for distribution.

POSTING

Policies

All posting will be done on a regular weekly or daily basis to maintain accurate figures and to avoid the possibility of over-expenditure of line items.

All checks issued, checks voided, receipts and adjustments will be posted to clearly show the transaction and the status and condition of all grants.

Procedures

1. Both checks and deposits must first be posted in the general ledger. When the bank statement is received, the general ledger must be reconciled with the bank statement (monthly).
2. Any checks coming in as grant receivables from funding sources are posted in the receipts section according to contract. This must be balanced monthly. Any checks or monies that are refunds, over payments or payment for rent should be a credit in the expenditure section and a credit to the individual contract and line item it was originally paid from.
3. After checks issued are posted in the check register, they should then be posted in the expenditure section and allocated to appropriate contracts. Then the expenditures are posted in specific contract section so that the expenses can be broken down into line-item categories.
4. After the last checks for the month are posted, the individual expenses for contracts and cash register should be balanced in preparation for compiling monthly reports. Balancing of books should be completed by the first week of the next month.

INVENTORIES

Policies

Inventories will be maintained by the following offices:

Weatherization Materials & Tools – Energy/Housing Program

Office Supplies

Office Equipment

Food Bank – Community Food & Nutrition

Inventories will be checked at least monthly by appropriate Program Managers for consumable supplies and annually for equipment.

Procedures

1. All property should be purchased according to the procedures in the purchasing section of this manual to provide for proper documentation.
2. When items are received, they should be recorded on appropriate department inventories and equipment should be tagged or engraved with a number.
3. Inventories should be periodically checked according to the above schedule.
4. When items are pulled from inventory for use or when equipment is disposed of, it should be taken off inventory lists.
5. On equipment inventory list, notations should be made as to where the item is located and any changes should be noted.
6. Any items stolen should be reported immediately to the Executive Director, a police report should be filed and a claim should be filed with SEACAP's insurance carrier.

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM,

FY

CONTRACT BILLING SHEET

#Contract/Grant _____ Fund _____
Contract # _____

BEGINNING DATE _____ ENDING DATE _____

Contract Amount _____ MODIFICATIONS Amt. _____ Date _____

Amt. _____ Date _____

Amt. _____ Date _____

BILLING STATUS

No. #	Period	Date Sent	Payment Date	Amount	Total YTD	Balance
TOTALS						

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM

283 W. 5th Street
 Safford, AZ 85546

TELEPHONE BIDS

Date of Call _____

Vendor _____ Telephone # _____

Address _____

Item _____

Specifications _____

Price Quote _____

Comments/Notes:

Person Making Call		
Approved for Purchase	P.O. #	Date
Disallowed; Reason	Date	

SOUTHEASTERN ARIZONA HUMAN RESOURCE COUNCIL

283 W. 5th Street
Safford, AZ 85546

PURCHASE REQUISITION

Grant No. _____ P.O. No. _____ Date _____

ITEM A DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Name of Recommended Vendor:	GRAND TOTAL		
Vendor's Business Address:			

CERTIFICATION:

I hereby certify that the items described in this requisition are not available in stock and that purchase thereof is necessary for the proper and efficient operation of this department.

Signed: _____
County Coordinator

Approved: _____
Executive Director

Fiscal Office

PURCHASE ORDER

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, Inc.

283 W. 5th Street

Safford, Arizona 85546

TO:

Purchase Order _____ Nº _____ **00279**_____

Date _____ **01**_____

Terms _____

Deliver on or Before _____ **01**_____

Program Account _____

Budget Line Item _____

Deliver To _____

Description	Quantity	Unit Price	Amount
<p align="right">TOTAL</p>			
<p>Instructions to Vendors:</p> <ol style="list-style-type: none"> 1. Purchase order number must appear on invoice. 2. Submit invoice for each purchase order. 3. Send invoice to: <p>_____</p> <p>_____</p> <p>_____</p>	<p>Authorized by:</p> <p>_____</p> <p>_____</p>		

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM

Request for Authorization of Official Travel
(OUT OF AREA)

Employee _____

Position _____ Program _____

Purpose _____

Destination _____

Time & Dates From _____ To _____

Mode of Travel _____

ADVANCE REQUEST Yes _____ No _____

Date Advance is needed _____

Transportation \$ _____

Lodging _____

Meals & Other _____

TOTAL ADVANCE \$ _____ Check # _____

Employee _____ Date _____

Supervisor _____ Date _____

Approved By _____ Date _____

Expenses must be reported on the Travel Voucher (Form #12) for period during which the travel is incurred.

Documentation for the above travel is attached to the Travel Voucher with Check Number _____.

Documentation for the above travel is with the Travel Voucher attached, and the unexpended amount of \$ _____ was deposited on _____.

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

EMPLOYMENT APPLICATION

(Short Form)

(PLEASE PRINT PLAINLY)

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

To applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. Your employment history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Would you work Full-Time _____ Part-Time _____ Specify days and hours if part-time _____

Did we previously employ you? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work?
 _____ 20 _____

PERSONAL

Date _____

Name _____ Social Security No. _____
 Last First Middle

Present address _____ Telephone No. _____
 No. Street City State Zip

Are you legally eligible for employment in the U.S.A? _____ State age if under 18 or over 70 _____

List below all present and past employment, beginning with your most recent

Name and Address of Company And Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									
Telephone									
Telephone									

May we contact the employers listed above? _____ If not, indicate which one(s) you not wish us to contact _____

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____

Dates of Duty: From _____ To _____ Rank at discharge _____
 Month Day Year Month Day Year

EDUCATION

Encircle last year completed

Describe any other training or education

Elementary School	5	6	7	8	
<hr/>					
High School		1	2	3	4
<hr/>					
College		1	2	3	4
<hr/>					

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, a bona fide occupational qualification or business necessity.

- Are you over the age of eighteen? _____ if no, hire is subject to verification that you are of minimum legal age.
- How do you wish to be addressed? Mr. _____ Mrs. _____ Miss _____ Ms. _____
- Sex: M _____ F _____ Height: _____ ft. _____ in. Weight _____ lbs.
- Marital Status: Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Widowed _____
- Date of Marriage _____ Number of dependants including yourself _____
- Are you a citizen of the U. S. A.? _____ What is your present Selective Service classification _____
- Have you ever been bonded? _____ If yes, on what jobs? _____
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years that has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____
- Do you have any physical condition that may limit your ability to perform the particular job for which you are applying? _____ if yes, describe such condition and explain how you can perform the job for which you are applying in spite of it? _____

This "Employment Application" is prepared for general use throughout the United States. Our legal counsel has advised us that the material outside the colored blocked-off area complied with all Federal and State fair employment practice laws and with the Fair Credit Reporting Act. However, the various fair employment practice laws and related statutes and the interpretation of them change frequently, and neither V.W. Eimicke Associates, Inc. nor its counsel assume any responsibility for the inclusion in this "Employment Application" of any questions.