

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____
Cell: () _____ Alt Phone: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO A conviction will not result in automatic disqualification from employment.

If yes, explain: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I am hereby granting permission to The Agency Legal Staffing to verify any of the information that I have provided. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

My signature also releases each of the references provided and The Agency Legal Staffing from any liability or damages that might result from the furnishing or use of this material.

I agree that if anytime I am working on any given assignment for The Agency Legal Staffing, I will treat all of the information that is provided to me in the strictest of confidence. This information includes, but is not limited to, the overall operations of the firm or entity to which I am assigned, any information that may be deemed proprietary to a firm or entity, such as clientele, contracts, cases, fees, etc. I agree that any breach of confidence will result in the immediate termination of my assignment and could result in legal action.

I agree that if I am employed by The Agency Legal Staffing, my employment is on an "at-will" basis and that I may be terminated at anytime, with or without cause, with or without notice. I do hereby certify that all statements given throughout this application are true and correct to the best of my knowledge. Should The Agency Legal Staffing, through its application process, discover any false or misleading information, I understand that I will no longer receive any further consideration for employment.

Recruiter Signature: _____ Date: _____

Candidate Signature: _____ Date: _____

PLEASE CHECK ALL THAT APPLY AND NOTE THE EMPLOYER(S) FOR WHICH YOU GAINED THIS EXPERIENCE

PRACTICE AREAS:

- ___ Appellate _____
- ___ Bankruptcy _____
- ___ Class Action _____
- ___ Construction Defect _____
- ___ Corporate _____
- ___ Entertainment _____
- ___ Estate Planning _____
- ___ Family law _____
- ___ Insurance Defense _____
- ___ Intellectual Property _____
- ___ Labor/Employment _____
- ___ Litigation _____
- ___ Medical Malpractice _____
- ___ Personal Injury _____
- ___ Probate _____
- ___ Product Liability _____
- ___ Tax law _____
- ___ Toxic Tort _____
- ___ Real Estate- Transactional _____
- ___ Real Estate - Litigation _____
- ___ Worker's Compensation _____
- ___ Other _____

SKILLS, ETC.:

- ___ 4 Year degree (B.A or B.S) _____
- ___ Annual reports _____
- ___ Chapter 7 Bankruptcy _____
- ___ Chapter 11 Bankruptcy _____
- ___ Chapter 13 Bankruptcy _____
- ___ Bankruptcy Creditor _____
- ___ Bankruptcy Debtor _____
- ___ Calendaring _____
- ___ Copyright _____
- ___ Corporate By-Laws _____
- ___ Corporate Closings _____
- ___ Corporate Dissolution _____
- ___ Corporate Finance _____
- ___ Corporate Formation _____
- ___ Corporate Maintenance _____
- ___ Court Filings: State _____
- ___ Court Filings: Federal _____
- ___ Court Filings: Appellate _____
- ___ Deposition Summaries _____
- ___ Discovery/Drafting _____
- ___ Document Production _____
- ___ Document Review _____
- ___ E-filing _____
- ___ Edgar Filing _____
- ___ Exhibit Binders _____
- ___ Fluent/Bilingual English and Japanese _____
- ___ Fluent/Bilingual English and Spanish _____
- ___ Fluent/Bilingual English and (Other) _____
- ___ Form 706 _____
- ___ Land Use _____

Leases _____
Licensing _____
Mergers & Acquisitions _____
Minute Books _____
Motions/Drafting _____
Patent Litigation _____
Patent Prosecution _____
Probate _____
Real Estate Closings _____
Real Estate Finance _____
SEC _____
"Styles" function in Microsoft Word _____
Table of Contents/Table of Authorities preparation _____
Title/Survey _____
Trademark Litigation _____
Trademark Prosecution _____
Trial Attendance _____
Trial Notebooks _____
Trial Preparation _____
Trusts _____
Wills _____
Witness Preparation _____
Other _____

SOFTWARE:

Abacus _____
Access _____
Accutrac _____
Casemap _____
CMS _____
Compulaw _____
Concordance _____
CPI _____
Delta View _____
DOCSOPEN _____
DOCX _____
E-billing _____
Elite _____
Excel _____
FileSurf _____
Hummingbird _____
iManage _____
Interwoven _____
iPro _____
Javelin _____
Juris _____
Lawcruit _____
Lawtime _____
LegalKey _____
Legal Solutions _____
LegalTrac _____
LiveNote _____
Lotus Notes _____
MAC _____
MACPAC _____
Microsoft Word _____
Omega _____
Outlook _____
Pacer _____

THE AGENCY

LEGAL STAFFING

- _____ Patsy _____
- _____ PC Docs _____
- _____ Powerpoint _____
- _____ Prolaw _____
- _____ Sanction _____
- _____ Summation _____
- _____ Timemap _____
- _____ Timeslips _____
- _____ Trial Director _____
- _____ Tussman _____
- _____ Visio _____
- _____ Vision _____
- _____ Word Perfect _____
- _____ Other _____