



APPLICATION FOR EMPLOYMENT OR PLACEMENT

Please read and answer all sections carefully & completely.
We look forward to working with you!

APPLICANT INFORMATION

Last Name:		First:		M.I.	Date:
Street Address:				Apartment/Unit#:	
City:			State:		ZIP:
Cell Phone:		Home Phone:		Email:	
Date Available:		Emergency Contact Name:		Emergency Contact Phone:	
Interest: Contract <input type="checkbox"/>		Contract-to-Hire <input type="checkbox"/>		Direct Hire <input type="checkbox"/>	
All <input type="checkbox"/>		Desired Location: DC <input type="checkbox"/>		VA <input type="checkbox"/>	
				MD <input type="checkbox"/>	
Referred By:			Interviewed By:		
Have you sent your resume and/or interviewed within the past 12 months? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please list below or attach list if needed.					
List:					
Would you consider a counter offer with your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever registered with this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	

SKILLS & SOFTWARE

Please indicate proficiency level below with: **B** (Basic) or **A** (Advanced) or **N** (None)

Typing Speed: (Estimated WPM)	
Skills	
Select Skill:	Select Proficiency Level:
Select Skill:	Select Proficiency Level:
Select Skill:	Select Proficiency Level:
Select Skill:	Select Proficiency Level:
Select Skill:	Select Proficiency Level:
Other:	
Administrative Software	
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:

Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Other:	
Legal Specific Software	
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Other:	
Timekeeping / Accounting Software	
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Other:	
Facilities / Records / Docketing Software	
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Select Application:	Select Proficiency Level:
Other:	

EMPLOYMENT HISTORY			
Company:		Phone:	
Address:		Job Title:	
From:	To:	How did you find this position?	
Were you terminated: YES <input type="checkbox"/> NO <input type="checkbox"/>		Reason for Leaving?	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, why?			

Supervisor Name/Title/Phone/Email:		
Before Above Employment		
Company:		Phone:
Address:		Job Title:
From:	To:	How did you find this position?
Were you terminated?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Reason for Leaving?
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, why?		
Supervisor Name/Title/Phone/Email:		
Before Above Employment		
Company:		Phone:
Address:		Job Title:
From:	To:	How did you find this position?
Were you terminated?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Reason for Leaving?
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, why?		
Supervisor Name/Title/Phone/Email:		

PRIOR EMPLOYMENT		
Company:	Supervisor:	Phone/Email:
Company:	Supervisor:	Phone/Email:
Company:	Supervisor:	Phone/Email:

OTHER RELATED EXPERIENCE	
Total years of experience:	Total years in legal:
List your other legal practice areas:	
List other related employment not listed on resume including company/firm names, dates and general duties:	

EDUCATION			
High School:		Address:	
From:	To:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree/GPA:
College:		Address:	
From:	To:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree/GPA:
Trade/Other:		Address:	
From:	To:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree/GPA:

PROFESSIONAL REFERENCES

Please list three professional references. (i.e. Supervisors, Executives, Attorneys, & HR Professionals)

Full Name/Title:	Relationship:
Company:	Phone & Email:
Address:	
Full Name/Title:	Relationship:
Company:	Phone & Email:
Address:	
Full Name/Title:	Relationship:
Company:	Phone & Email:
Address:	

APPLICATION DISCLAIMER & SIGNATURE (please read carefully)

Legal E-Staffing, Inc. (DBA: Legal E) adheres to an equal employment opportunity policy. All applicants are referred based on their qualifications only, without regard to race, sex, age, religion, national origin, sexual orientation, marital status, veteran status, disability or any other category protected by law.

I certify that my answers are true and complete to the best of my knowledge and authorize Legal E to verify any and all information, check references and make any investigation of my personal and occupational background for the purpose of employment. I understand that in order for clients of Legal E to assess my suitability for certain positions, if employed or selected as a candidate for placement I may be required to allow Legal E to conduct a criminal background check and to authorize Legal E to disclose the results of the background check to clients who are interested in contracting me to provide services. If employed, I understand that I will be required to provide written evidence of a right to work in the United States and further understand that false or misleading information in my application or interview may result in my immediate release. This application is not a contract of employment.

Signature:

Date: