

LawResources

1140 Connecticut Avenue, NW
Suite 675
Washington, DC 20036
(202) 371-1270

APPLICATION FOR PERMANENT PLACEMENT

Personal Data

Name (last, first, middle)		Date
Social Security Number	Can you provide proof of U.S. Citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		
City	State	Zip Code
Home Phone ()	Work Phone ()	
Answering Machine Y or N	Pager Number ()	
Referred by	Interviewed by	

Skills

Please indicate skills acquired & software version where applicable.

Typing Speed _____	Shorthand/Fastnotes: (speed) _____	Dictaphone _____
WordPerfect 5.1 for: <input type="checkbox"/> DOS <input type="checkbox"/> Windows <input type="checkbox"/> Macintosh	WordPerfect 6.0 for: <input type="checkbox"/> DOS <input type="checkbox"/> Windows <input type="checkbox"/> Macintosh	
Microsoft Word for DOS _____, for Windows _____, for Mac _____		
Ami Pro _____		
Lotus 1-2-3 _____	Excel _____	Quattro Pro _____ Other Sprdshts. _____
Harvard Graphics _____	Other Graphics Pkgs. _____	
PC Docs _____	Soft Solutions _____	Other Doc. Mgrs. _____
Full Authorities _____	Citewrite _____	CompareWrite _____
Calendar Pkgs. _____	Rolodex Pkgs. _____	
Timeslips _____	Other Billing Pkgs. _____	
Other Software Pkgs. _____		

Status (LawResources use only)

Date	Date	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment History

Begin with most recent employer. Please indicate month and year each position began and ended.

1. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Beginning salary

Ending salary

Title/duties

Why did you leave?

Supervisor's name / Title

May we contact your supervisor?

Yes

No

2. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Beginning salary

Ending salary

Title/duties

Why did you leave?

Supervisor's name / Title

May we contact your supervisor?

Yes

No

3. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Beginning salary

Ending salary

Title/duties

Why did you leave?

Supervisor's name / Title

May we contact your supervisor?

Yes

No

Educational Background

High School

Year Graduated

College

Degree

Year Graduated

Other

References (Persons you have supported and/or co-workers)

Name

Firm

Telephone #

Relationship

1.

2.

3.

4.

Are you awaiting or considering an offer from another law firm or corporation? Yes No

If yes, from which firm:

Would you accept a counteroffer from your current employer?

Yes

No

Your signature below will authorize *LawResources* to confirm your college degree and check the references you have supplied:

Applicant's Signature

Date

LawResources

Temporary Employment Application Addendum

Emergency Contact Information

Name & Relationship	Telephone (Work & Home)
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Character Certification

Have you ever been charged with or convicted of a felony? (Yes or No. If yes, please provide details.)	Have you ever been discharged from military service other than honorably? (Yes or No. If yes, please provide details.)	For Attorneys only: Are you in good standing with each bar of which you are a member? (Yes or no. If no, please provide details.)	For Attorneys only: Have you ever been disciplined by any bar organization of which you are or have been a member? (Yes or no. If yes, please provide details.)
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I hereby certify that all of the information provided herein and all other information provided in connection with my application for temporary employment with **LAW RESOURCES, INC.** is correct, complete and accurate to the best of my knowledge.

DATE

APPLICANT SIGNATURE