

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

Address

City

State

Zip Code

Home Phone ()

Work Phone ()

Can you provide proof of U.S. Citizenship? Yes No

Referred by

Interviewed by

Education Record

College/University

City

State

Year graduated

Degrees or diplomas

Paralegal Program Attended

City

State

Year graduated

Certificate? Yes No

Employment History

Begin with most recent employer. Please indicate month and year.

2. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Beginning salary

Ending salary

Title/duties

Why did you leave?

Area of Expertise

Supervisor's name

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?

Area of Expertise

Supervisor's name

May we contact your supervisor? Yes No

Skill Summary

Please check the areas below in which you have had actual work experience. If you have had experience in a particular area, indicate the number of years.

	Years		Years		Years
<input type="checkbox"/> Digest Depositions	_____	<input type="checkbox"/> Lexis	_____	<input type="checkbox"/> Westlaw	_____
<input type="checkbox"/> Cite-Checking	_____	<input type="checkbox"/> Auto-Cite	_____	<input type="checkbox"/> Shepardizing	_____
<input type="checkbox"/> Blue Book	_____	<input type="checkbox"/> Legal Research/Writing	_____	<input type="checkbox"/> Document Production	_____
<input type="checkbox"/> Discovery	_____	<input type="checkbox"/> Trial Preparation	_____	<input type="checkbox"/> Document Coding	_____
<input type="checkbox"/> Bates Stamping	_____				

Assist at trial? Yes No If yes, how many times? _____ In what courts? _____

Assist at arbitration or other hearing? Yes No If yes, how many times? _____

Have you interviewed for other paralegal positions in the Washington area within the last two months? Yes No

Please list firms with which you have interviewed: _____

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

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

Applicant's Signature

Date