



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

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 worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

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



Short Form Answers

This section is to give us an idea of what kind of work you have done and are confident in. If you are applying with no prior experience in the legal field, please answer the questions as best you can related to your experience in your current field.

Why did you pursue a career as a paralegal?

What type of law are you interested in?

What would you do if you were asked to complete a task that you have never done before?

What work experience do you have? What legal tasks have you been responsible for in a previous or current position?

What does your typical day as a paralegal entail?



How organized are you and how do you check the accuracy of your work?

What aspects of your job are you most confident in?

What do you think are the most important skills a paralegal should display?

How do you deal with critical feedback from your managing attorney and/or supervisor?

If you report to multiple attorneys, how do you decide which assignment to do first?



How do you handle demanding or frustrated clients? Describe a time you had to handle one and how you dealt with them.

How do you help an attorney prepare for important deadlines (trial, hearing, motions, etc.)?

How do you stay updated in the legal field in general and the paralegal profession?

Describe what you believe are a paralegal's operational duties and activities. Elaborate on the prior question by describing specific duties in more detail. Include examples where you are confident in answering leading questions.

What kinds of legal documents have you drafted?

What legal management support software have you used in the past? Any preferences?

Is there anything else you would like us to know while considering your application?

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____