

Application for Employment

Equal Opportunity Employer Employment offers are tendered solely on the basis of qualifications without regard to race, religion, sex, color, marital status, national origin, age, sexual orientation, citizenship status, handicap (including disable veterans), or Vietnam Era veteran status. In accordance with the Civil Rights Act of 1964, Executive Order 11246, as amended, and other related regulations governing Equal Employment Opportunity, you are not required to list activities or affiliations which denote race, religion, color, national origin, age, sex, marital status, sexual orientation, or citizenship status.

This employment application will become a part of your permanent record if hired. Please type or print legibly in ink, answering all questions completely and accurately. Use *no*, *none*, or *N/A* (for not applicable) as appropriate. Complete all parts as shown, whether or not you have a résumé to attach.

Personal

Name: _____ Date: _____
Present Address: _____ SSN: _____
City, State: _____ ZIP: _____ Telephone–Home _____
Permanent Address: _____ Work _____
City, State: _____ ZIP: _____ Date Available: _____
For what type of work are you applying? _____ Salary Requirement: _____
Full-Time _____ Part-Time _____ No. of Hrs.: _____

Have you previously applied to Carr Maloney P.C. for employment? Yes No

If yes, give date: _____

If offered employment, can you submit proof of your legal right to work in the United States? Yes No

How did you learn about opportunities at Carr Maloney P.C.?

Have you previously worked for Carr Maloney P.C.? Yes No

If yes, give dates. From: _____ To: _____

If you have ever worked under another name, please list it: _____

Have you ever been convicted of a felony? Yes No

If yes, list dates and charges (conviction record will not necessarily result in immediate dismissal. Circumstances for each case will be considered).

Education

College (Name/State)	Graduated?	Credits Completed	Major/Minor	Degree(s)
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____

Other Schools or Training (include trade, vocational or professional):

Military Service

U.S. Military Service: _____

Branch: _____ Highest Rank Attained: _____

Dates of Active Service: From: _____ To: _____

Active Reserve: Yes No

Nature and Dates of Assignments/Duties:

Bar and Court Admissions

State or Court Name	Year of Admission

Professional and Civic Organizations

Professional References

Name	Company Affiliation	Telephone (Home/Office)	Professional Relationship
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Experience

(Start with most recent and account for all periods of self-employment and unemployment. Use back of page for additional experience, including graduate assistantship, part-time, and summer employment.)

1. Employer and Address: _____

Telephone: _____ Dates: From: _____ To: _____

Name and Title of Supervisor: _____

Starting Position: _____ Starting Salary: \$ _____ /yr.

Last or Current Position: _____ Ending Salary: \$ _____ /yr.

May we contact this employer at this time? Yes No

Reason for Leaving: _____

Description of duties: _____

2. Employer and Address: _____

Telephone: _____ Dates: From: _____ To: _____

Name and Title of Supervisor: _____

Starting Position: _____ Starting Salary: \$ _____ /yr.

Last or Current Position: _____ Ending Salary: \$ _____ /yr.

May we contact this employer at this time? Yes No

Reason for Leaving: _____

Description of duties: _____

3. Employer and Address: _____

Telephone: _____ Dates: From: _____ To: _____

Name and Title of Supervisor: _____

Starting Position: _____ Starting Salary: \$ _____ /yr.

Last or Current Position: _____ Ending Salary: \$ _____ /yr.

May we contact this employer at this time? Yes No

Reason for Leaving: _____

Description of duties: _____

Additional Employment

(Include graduate assistantship, part-time and summer employment)

Company Name	Location	Position	Dates	
			From	To

Skills

Software Experience

Language	Proficiency Level			Courses	No. of Years Experience
	High	Average	Low		

Type of Word Processing System: _____

Personal Computer (Types & major application packages used): _____

Please list other skills, training or experience you feel is significant and may qualify you for the position(s) you desire:

Please list any foreign language(s) you know:

Language	Speak	Read	Write
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Certification

I certify that the answers to the questions and statements and supporting information are true and correct without reservation of any kind. I understand and agree to the following:

- Carr Maloney P.C. and former employers and references, except as noted, are free to confidentially furnish and exchange information regarding my background, employment record, and experience, and I release them from all claims for damages from this provided information.
- I authorize investigation of all statements contained in this application and any attachments for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment and that, if hired, I may resign or be involuntarily terminated at any time.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Carr Maloney P.C.

Signature

Date