



Bailey Cavalieri LLC
ATTORNEYS AT LAW

APPLICATION FOR EMPLOYMENT

Please print and answer all questions on all pages of this application

Name (last, first, middle) _____ Soc. Sec. No. _____

Present address _____ City _____ St. _____ Zip _____

Previous address _____ City _____ St. _____ Zip _____

How long have you lived at your present address? _____ Telephone _____

Are you at least 18 years old? Yes No Are you authorized to work in the United States under present immigration laws? Yes No If no, explain _____

Type of work or position sought _____

Salary or wage expected _____ Date available for work _____

Type of employment desired: Full time Part time Days _____ Hours _____

How did you happen to apply with us? Employment advertisement Firm's reputation School Agency

Referred by: Present employee: _____ Other: _____

Have you ever worked for us? Yes No If yes, when? _____

Have you previously applied for employment with us? Yes No If yes, when? _____

Have you ever been convicted of any violation of law other than a minor traffic offense since your 16th birthday?
 Yes No If yes, give offense(s) and date(s) _____

In general, describe your past work experiences and how they would help you in the position for which you are applying: _____

Please check the skills that you have: typing ___wpm dictating equipment shorthand or speed writing

Computer skills: Word for Windows other word processors _____

spreadsheet _____ data base _____ case mgt. _____

List any other skills or abilities that you have: _____

EDUCATION

High school name and location: _____

Did you graduate or earn a GED? Major course of study: _____

Trade School name and location: _____

How many years did you attend? _____ Did you graduate? Yes No Month and year of graduation: _____

Major: _____ Minor(s): _____

Scholarships and honors: _____

College name and location: _____

How many years did you attend? _____ Did you graduate? Yes No Month and year of graduation: _____

Major: _____ Minor(s): _____

Scholarships and honors: _____

Additional College name and location: _____

How many years did you attend? _____ Did you graduate? Yes No Month and year of graduation: _____

Major: _____ Minor(s): _____

Scholarships and honors: _____

Graduate School and location: _____

How many years did you attend? _____ Did you graduate? Yes No Month and year of graduation: _____

Major: _____ Minor(s): _____

Scholarships and honors: _____

WORK EXPERIENCE

List previous employment experience beginning with most recent or present employer (including Military Service, if any). If you have been unemployed, give dates. Go back at least five (5) years, farther if space allows. Note if you worked under a name different than that listed on the front of this application. A resume may not be used in place of this section.

Employer _____ Type of business _____

Address _____ May we contact for a reference? Yes No Later

Supervisor's name _____ Supv's title _____ Phone _____

Your job title _____ Dates: From _____ To _____

Your salary: Starting _____ Ending _____ Duties: _____

Reason for leaving _____

Employer _____
Address _____
Supervisor's name _____
Your job title _____
Your salary: Starting _____ Ending _____
Reason for leaving _____

Type of business _____
May we contact for a reference? Yes No
Supv's title _____ Phone _____
Dates: From _____ To _____
Duties: _____

Employer _____
Address _____
Supervisor's name _____
Your job title _____
Your salary: Starting _____ Ending _____
Reason for leaving _____

Type of business _____
May we contact for a reference? Yes No
Supv's title _____ Phone _____
Dates: From _____ To _____
Duties: _____

Employer _____
Address _____
Supervisor's name _____
Your job title _____
Your salary: Starting _____ Ending _____
Reason for leaving _____

Type of business _____
May we contact for a reference? Yes No
Supv's title _____ Phone _____
Dates: From _____ To _____
Duties: _____

Employer _____
Address _____
Supervisor's name _____
Your job title _____
Your salary: Starting _____ Ending _____
Reason for leaving _____

Type of business _____
May we contact for a reference? Yes No
Supv's title _____ Phone _____
Dates: From _____ To _____
Duties: _____

PERSONAL REFERENCES

List three persons, not related to you, who have known you for at least one year. Do not list former employers.

Name_____ Occupation_____ Years known_____

Address_____ City and State_____ Phone_____

Name_____ Occupation_____ Years known_____

Address_____ City and State_____ Phone_____

Name_____ Occupation_____ Years known_____

Address_____ City and State_____ Phone_____

APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize former employers and personal references listed in this Employment Application to provide Bailey Cavalieri LLC with any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I hereby release all parties from any and all liability for any damage that may result to me from the release of such information.

Date_____ Signature_____

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may result in my termination, if discovered at a later date,

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information.

If hired, I agree to conform to the rules, regulations and policies of the Firm and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn or added by the Firm at any time with or without prior notice to me.

I hereby agree to submit to any lawful drug or alcohol testing that may be required as a condition of my employment or continued employment and understand that refusal to promptly submit to such testing during the course of my employment may result in disciplinary action, up to and including immediate discharge.

I understand that I am applying for employment which is terminable-at-will and that I am not being employed for any specific period of time, and that neither this application nor any other communication (written or verbal) is intended to be a contract for continued employment, and that an offer of employment, if made, may be withdrawn at any time. I understand and agree that only a written agreement expressly to the contrary, signed by both me and the Firm Managing Director can change this policy.

I understand that all members and employees of Firm have a strict duty to maintain confidentiality of all client matters. If hired, I understand and agree to adhere to this duty and not to disclose client confidences both during my employment and after such employment ends regardless of the reason for such ending.

Today's date_____ Signature_____