

Date of application _____ Position applying for _____

How did you hear about us? _____ Name of person who referred you? _____

Last Name: _____ First Name: _____ MI _____

Date of birth _____ Social Security _____

Home phone (____) _____ - _____ Cell phone (____) _____ - _____ Emergency Name/Number (____) _____ - _____

E-mail Address _____

Address _____ Apt _____ City _____ State _____ Zip _____

Typing Speed _____ Shorthand Speed _____ 10 keys: touch _____ Sight _____ Phone experience (# of lines) _____

Are you looking for: Full Time _____ Part Time _____ Temporary _____ Direct Hire _____ Temp to Hire _____

Desired salary _____ Least acceptable salary _____ List Minimum hourly rate you'll consider (temp) _____

List benefits needed _____

List any languages in which you are fluent _____

List highest grade completed _____ College credit hours completed _____

List all degrees and certificates completed _____

Have you ever been convicted of a felony? _____ If yes, please describe _____

Can you provide evidence that you are legally able to work in the United State? _____

LEGAL EXPERIENCE:

of yrs. Legal experience in **ARIZONA** _____ Number **OUT OF STATE** _____ What State(s) _____

Areas of Law (those that apply **AND provide # of years and rate your experience as: strong, moderate, weak**).

Yrs.	Area	Rating	Yrs.	Area	Rating	Yrs.	Area	Rating
	Litigation			Environmental			Real Estate	
	Corporate			Criminal			Personal Injury	
	Probate			Workers Comp			Ins. Defense	
	Bankruptcy			Domestic			Others (list)	
	Med Mal			Patent / TM / [®]				

SOFTWARE: (including word processing, spread sheet, data base, file management, graphics, etc.)

Yrs.	Software	Rating	Yrs.	Software	Rating	Yrs.	Software	Rating

LAST TWO EMPLOYERS:

Employer	Employer
Address	Address
City/State/Zip	City/State/Zip
Phone	Contact
Dates: from	to
Job Title	Salary
Reason for leaving	Reason for leaving
Permission to contact: Yes	No

COVENANT NOT TO COMPETE: I hereby agree that I shall not contact or perform work for any client for which I was sent by The Morton Group ("TMG") for six (6) months following separation from TMG. I further understand that any work performed for a client of TMG must be scheduled through TMG and not on my own. I shall not give my personal phone numbers to any client of TMG. I understand that any offers of employment shall be through TMG and that I will not accept a direct hire position with any client of TMG unless arranged through TMG. In the event any of the above conditions are violated, I shall be responsible for liquidated damages in the sum of \$5,000.00 payable to TMG.

Signature _____ Date _____

Additional Candidate Information

List five major accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

List five things you'd change about your current job:

1. _____
2. _____
3. _____
4. _____
5. _____

List five reasons to hire you over someone else:

1. _____
2. _____
3. _____
4. _____
5. _____

List five adjectives to describe yourself:

1. _____
2. _____
3. _____
4. _____
5. _____

List five companies/law firms you would like to work for:

1. _____
2. _____
3. _____
4. _____
5. _____

List five companies/law firms you would not like to work for:

1. _____
2. _____
3. _____
4. _____
5. _____

What is the primary reason you've accepted positions in the past, and is there something that must be offered by a new company to motivate you to make a career change?

Explain briefly the ways you will be of greatest value to your next employer:

Explain briefly your educational goals over the next five years:

Professional References:

Name	Title	Company	Phone: