

Date of application _____

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

Name (Last, First, Middle Initial) _____

Date of birth _____ Social Security Number _____

Home phone (____) ____-____ Cell Phone (____) ____-____

Emergency Name/Number _____ (____) ____-____

E-mail Address _____

Address _____ Apt _____ City _____ Zip _____

Position desired _____ Minimum Salary Required _____

Are you looking for: Full time ____ Part time ____ Direct Hire ____ Temporary ____ Temp to Direct Hire ____

List benefits needed _____

List any languages in which you are fluent _____

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

(NOTE: Conviction of a felony will not necessarily disqualify an applicant from employment)

EDUCATIONAL BACKGROUND:

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEAR COMPLETE	LIST DEGREE

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

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

Typing speed _____ Shorthand speed _____ 10 key: Touch ____ Sight _____

Phone Experience (Number of lines) _____ Years Bookkeeping Experience (and type) _____

EMPLOYMENT EXPERIENCE: Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

LAST TWO EMPLOYERS:

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