

Date of application \_\_\_\_\_ Position applying for \_\_\_\_\_

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

Name (Last, Middle Initial, First) \_\_\_\_\_ S.S. # \_\_\_\_\_

Date of birth \_\_\_\_\_

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 / <sup>TM</sup> / <sup>®</sup>				

**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 _____	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 positions in the past, and is there something that must be offered by a new company to motivate you to make a career change?

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

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Explain briefly your educational goals over the next five years:

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**Professional References:**

Name	Title	Company	Phone: