

Employment Application

1. Position Applying For: (Please Check)

Contract Attorney - Licensed (Temporary Only) _____

Contract Attorney - Licensed (Temporary-to-Hire) _____

Contract Attorney - (Not Licensed) _____

Permanent Placement Attorney Positions _____

Paralegal (Temporary) _____

Paralegal (Permanent Placement) _____

2. Earliest Available Start Date _____

Available Through _____

3. Candidate Information:

Full Legal Name: _____

Date of Birth: ____/____/____

Social Security Number: ____ - ____ - ____

Drivers' License Number: _____

Street Address _____

E-mail: _____

Home Phone _____ Mobile Phone _____

Preferred Contact Method _____

Education:

Undergraduate: _____

JD: _____ / Year of Graduation _____

Emergency Contact Information:

Full Legal Name: _____

Relationship: _____

Home Phone _____ Mobile Phone _____

Work Phone _____

E-mail: _____

Street Address _____

4. Bar Admissions:

Are you licensed to practice law? _____

In which State(s)? _____

Are you in good standing in all jurisdictions in which you are licensed to practice law?

Yes _____ No _____

If "No" please explain: _____

Have you or your work product ever been the subject of any bar or ethical complaint or investigation? Yes _____ No _____

If "Yes", please explain including dates, facts, and disposition or discipline.

Have you ever been charged with a misdemeanor or felony other than traffic violations? Yes _____ No _____ If "Yes", please provide the dates, relevant facts and the disposition.

5. Professional References:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

5207 Hickory Park Drive, Suite E, Glen Allen, VA 23059
Phone (804) 955-1502 or (804) 955-1503
Fax (804) 935-8900

www.PartnerJD.com

APPLICANT'S STATEMENT, AUTHORIZATION, AND RELEASE

I certify that the information provided in this Employment Application is correct and complete. I certify that the information provided on my resume is correct and complete. I authorize the investigation of this information and give permission for PartnerJD, to contact schools, previous employers, personal references and others to verify the data I have supplied. I release and indemnify PartnerJD from any claims or liability resulting from such inquiry. In addition, I release the schools, my previous employers, and other individuals from all liability as a result of responding to such inquiries. I agree that references are confidential and I waive any right to examine them. I also authorize release of relevant information to PartnerJD clients by PartnerJD as the need arises to further the pursuit of employment. I understand that my misrepresentation, omission of facts, or incomplete information may disqualify me for employment with PartnerJD or representation to their clients. In addition, if I am employed by PartnerJD, any discovery of misrepresentation or omission of facts on this Employment Application following my employment may result in discipline up to and including termination. Subject to applicable state laws, PartnerJD reserves the right to conduct drug screening and testing for reasonable suspicion at any time during employment and as a pre-employment requirement. Any violation of this policy shall result in an applicant not being hired or an adverse employment action up to and including immediate termination. I hereby authorize PartnerJD to represent me as an available candidate for possible employment by third party firms. This includes but is not limited to presenting my resume and negotiating salaries with potential employers.

I understand that employment with PartnerJD is for no guaranteed period of time and may be terminated by myself, and/or PartnerJD with or without cause. I acknowledge that any promise, policies, business practices, procedures, or documents (including the Company's Employee Handbook) do not constitute an employment contract or modification of the at-will employment relationship with PartnerJD. I understand that if accepted for temporary or temporary-to-hire employment, I will be working on PartnerJD payroll at the client/company premises. I will notify PartnerJD immediately when my assignment ends.

PartnerJD is an equal employment opportunity employer. It is the policy of the Company and PartnerJD to make employment decisions without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, or marital status.

Signature: _____

Date: _____

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