

Legal Services of New Jersey, Inc.
Application for Employment – Legal Position



Adobe Reader is required
to fill up this form

PERSONAL INFORMATION

Position Applied For _____ Salary Desired _____

Where did you hear of the position _____

Name _____ Social Security Number (last 4 digits only) _____

Address _____
Street _____ City _____ State _____ Zip Code _____

Phone: Home () _____ Cell () _____ Work () _____

Note: All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. Please list any restrictions on your eligibility for employment imposed by United States Immigration Law. Are you legally eligible to work in the U.S.? Yes _____ No _____

Have you ever served in the military service? Yes _____ No _____
If yes, Branch _____ Date entered _____ Date discharged _____

Have you ever worked for LSNJ? Yes _____ No _____ What Position? _____ When _____
If you are related to anyone in our employ, or on our Board of Trustees, please state his/her name: _____

Do you have a driver's license? (For some LSNJ positions, driver's license and access to a motor vehicle will be necessary.) Yes _____ No _____

Have you ever been fired or asked to resign from a job? Yes _____ No _____
If yes, give the name and address of employer and describe reason. A firing or forced resignation does not automatically exclude you from employment.

Have you ever had an ethics or fee complaint filed against you before any professional or judicial disciplinary authority? If yes, please describe the details and outcome. Yes _____ No _____

Have you ever had a professional malpractice case or claim filed against you? If yes, please describe the details and outcome. Yes _____ No _____

EDUCATION

<u>College/Post Graduate</u>	Major Area	Degree	Date of	Cumulative
School Name	of Study		Graduation	GPA

Please list all jurisdictions in which you have been admitted to legal practice, as well as the date of admission. For each, indicate whether you are still admitted and in good standing.

Special Qualifications and Skills: (foreign languages, professional licenses, certificates)

EXPERIENCE

The selection process for most positions involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Be sure to include all requested information.

Current Employer		Dates:	
		From	To
Address		Phone	Regular Hrs
Street	City	Number	per Week
Job Title		Salary:	Salary:
		Starting	Ending

Supervisor's Name
Reason for wanting to leave

Describe your work:

Employer		Dates:	
		From	To
Address		Phone	Regular Hrs
Street	City	Number	per Week
Job Title		Salary:	Salary:
		Starting	Ending

Supervisor's Name Reason for Leaving

Describe your work:

Employer		Dates:	
		From	To
Address		Phone	Regular Hrs
Street	City	Number	per Week
Job Title		Salary:	Salary:
		Starting	Ending

Supervisor's Name
Reason for Leaving

Describe your work:

Employer

Address

Street

City

Job Title

From

Phone

Number

Salary:

Starting

To

Regular Hrs

per Week

Salary:

Ending

Supervisor's Name

Reason for Leaving

Describe your work:

List any activities which have provided you with experience you consider useful for the position in which you are interested or for work on behalf of low-income people?

=====
May we conduct a background check of your qualifications, character and record of employment?

Yes

No

If no, please explain

Please list 3 *professional* references, not personal references (preferably past supervisors) who can tell us about your qualifications.

Name Title Company Telephone Number Yrs. Known

Name Title Company Telephone Number Yrs. Known

Name Title Company Telephone Number Yrs. Known

CERTIFICATION

This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for dismissing me after I have begun work. I authorize investigation by LSNJ of all statements contained in this application or made by me during any interviews. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history.

Signature

Date