



EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Joyner Keeny, PLLC to provide equal employment opportunities without regard to race, color, religion, age, sex, national origin, disability, or status as a disabled or Vietnam era veteran. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, upgrading, demotion or transfer; reduction of work force and termination; rates of pay or other forms of compensation and selection for training; and to the use of all facilities and to participation in all company sponsored employee activities.

PERSONAL INFORMATION

DATE: _____

FULL NAME: _____ PREFERRED NAME: _____

HOME ADDRESS: _____
City State Zip

HOME PHONE #: (_____) _____ BUSINESS PHONE #: (_____) _____
Area Code Phone Number Area Code Phone Number

May we contact you at work? YES NO

DRIVER'S LICENSE NUMBER: _____ STATE: _____ EXPIRATION DATE: _____

SOCIAL SECURITY NUMBER: _____

Do you have a valid driver's license? YES NO Are you willing to travel? YES NO

If you are under the age of 18, please give your date of birth: _____

Are you a UNITED STATES citizen? YES NO If NO, do you have a legal right and necessary documentation to work in the UNITED STATES? YES NO (Identity and employment eligibility of all new hires will be verified as required by the IMMIGRATION REFORM AND CONTROL ACT OF 1986.)

How did you hear of the position being applied for? _____



OTHER INFORMATION

POSITION DESIRED: 1st Choice _____ 2nd Choice _____

SALARY REQUIREMENTS: \$ _____ Date available to start _____ FULL-TIME PART-TIME SUMMER

Have you ever been convicted of a crime other than a minor traffic violation? YES NO

If yes, explain _____
 (A "yes" answer to this question does not necessarily preclude consideration for employment)

Have you ever been discharged from a company? YES NO

If yes, explain _____

EDUCATIONAL BACKGROUND

List schools attended and degrees received beginning with most recent:

	Name	Major/Minor	Scholastic Standing	Degree
High School				
Colleges				
Graduate School				
Technical, Business or Other				
Outstanding Achievements & Special Courses/Projects				

U. S. MILITARY SERVICE

Branch of Service	Technical Specialization	Rank Attained	Type of Discharge	Dates of Service

PROFESSIONAL & CIVIC ACTIVITIES

List any organizations that you belong to or have belonged to along with participation and offices held:

Organization	Dates	Offices Held



EMPLOYMENT HISTORY

List previous work experience beginning with the most recent:

Dates (Month & Year)	
Company	
Address	
Supervisor	
Position	
Ending Salary	
Responsibilities & Experience	
Reason for Leaving	

Dates (Month & Year)	
Company	
Address	
Supervisor	
Position	
Ending Salary	
Responsibilities & Experience	
Reason for Leaving	



EMPLOYMENT HISTORY (continued)

Dates (Month & Year)	
Company	
Address	
Supervisor	
Position	
Ending Salary	
Responsibilities & Experience	
Reason for Leaving	

Dates (Month & Year)	
Company	
Address	
Supervisor	
Position	
Ending Salary	
Responsibilities & Experience	
Reason for Leaving	



EQUIPMENT EXPERIENCE and SKILLS

Please list equipment types:

SOFTWARE EXPERIENCE and SKILLS

Please list software and computer experience background:

PERSONAL OBJECTIVES

Briefly describe your immediate career goals (within the next 3 years):

REFERENCES

Please provide at least two work references. Names, addresses, telephone numbers and occupations of at least three people not related to you of whom you have known for a minimum of three years:

Name	Address	Occupation	Years Known	Telephone #

Do you know anyone who currently works for Joyner Keeny, PLLC If so, who? _____



AFFIDAVIT

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, educational background, credit record, driving record, and/or criminal history. I fully understand that it is mandatory to have a clean driving record to obtain and maintain employment with Joyner Keeny, PLLC. I authorize anyone possessing this information to furnish it to Joyner Keeny, PLLC and/or a 3rd party company upon request and I release anyone so authorized, Joyner Keeny, PLLC, and any 3rd party from all liability and damages whatsoever in furnishing, obtaining, or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all present and subsequently issued rules and regulations of Joyner Keeny, PLLC.

I understand and agree that if employed, the employment will be "at will". That is, either Joyner Keeny, or I may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by Joyner Keeny, PLLC does not imply employment and that this application and/or any other Joyner Keeny, PLLC documents are not contracts of employment.

Applicant's Signature

Witness (Joyner Keeny, PLLC)

Date _____

Date _____