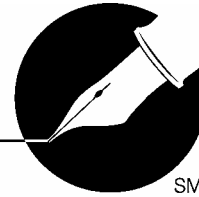


# LAWYER'S STAFFING, INC.



## PERSONAL INFORMATION

Date:

Last Name		First	M.I.	<b>RICHMOND</b> <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Downtown <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> West End <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> South Side <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Midlothian <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Highland Springs <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Mechanicsville <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Ashland <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Chesterfield <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Colonial Heights <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Petersburg		<b>HAMPTON ROADS</b> <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Virginia Beach <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Portsmouth <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Newport News <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Norfolk <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Chesapeake <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Suffolk <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Smithfield <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Williamsburg <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Hampton	
Address							
City		State		Zip			
E-Mail Address							
Home Phone #		Social Security #		Salary Range (Temp)			
Work Phone #		Answering Machine? <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Contact you @ Work? <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> Does your employer know you are looking? <input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>		Salary Range Perm (annual)			
Alternate Phone #				Temporary (hourly)			
				Current Salary			
Emergency Contact's Name			Relationship		Phone #		
How did you hear about Lawyer's Staffing?							

## EDUCATION

Degree & Major

# of Years

GPA

Year Grad

High School Name	Degree & Major	# of Years	GPA	Year Grad
College/School				
Law School				
Paralegal Certificate				

**PRACTICE AREAS** Choose S (Slight) or P (Proficient) only for the skills in which you have experience

- |  |   |
|--|---|
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Litigation                 | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Medical Malpractice   |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Real Estate-Residential    | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Personal Injury       |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Real Estate-Commercial     | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Worker's Compensation |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Corporate                  | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Labor & Employment    |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Tax                        | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Immigration           |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Bankruptcy-Creditor/Debtor | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Maritime              |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Criminal                   | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Banking & Finance     |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Patent/IP                  | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Commercial Litigation |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Trusts & Estates           | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Domestic Relations    |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Collections                | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> SS Disability         |
| <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Securities/M&A             | <input type="checkbox"/> <b>S</b> <input type="checkbox"/> <b>P</b> Insurance Defense     |



**SOFTWARE SKILLS** Choose S (Slight) or P (Proficient) only for the skills in which you have experience

S	P	Windows 95	S	P	Access	S	P	Timeslips
S	P	Windows 98	S	P	SoftPro	S	P	Juris
S	P	Windows XP	S	P	PowerPoint	S	P	PCLaw
S	P	IBM/PC	S	P	Summation	S	P	Quicken/Quickbooks
S	P	Apple/Mac	S	P	Docs OPEN	S	P	Peachtree
S	P	Word 7.0	S	P	Abacus	S	P	Outlook
S	P	Word 2000	S	P	Perfect Practice	S	P	Groupwise
S	P	Word 97	S	P	Practice Manager	S	P	Needles
S	P	WordPerfect 7.0	S	P	Easy Files	S	P	Pins
S	P	WordPerfect 8.0	S	P	TABS	S	P	Internet
S	P	WordPerfect 9.0	S	P	iManage	S	P	Lexis
S	P	Excel	S	P	SoftSolutions	S	P	Westlaw

**OTHER SKILLS**

S	P	Machine Transcription	Foreign Languages-Please List	Receptionist-# of Lines-	
S	P	Dictaphone	S	P	
S	P	A/R	S	P	Typing Speed-
S	P	A/P			

**EMPLOYMENT PREFERENCES**

Title(s)	Benefits	Rank in order of importance:
Function	Size of company	Advancement
Practice Areas	Companies you would like to work for:	Benefits
Commute time/relocation preferences		Challenge
		Compensation
		Location
		Security
		Technology
What is your least acceptable salary, (do not call if for positions paying less than this amount)?		
On a scale of 1-3, 3 being the most urgent, how ready are you to find a new job?		

**SELF EVALUATION**

STRENGTHS

AREAS OF NEEDED IMPROVEMENT

1.	1.
2.	2.
3.	3.

MOST SIGNIFICANT AREAS OF SKILL & EXPERTISE

1.	5.
2.	6.
3.	7.
4.	8.

SUMMARIZE WHAT YOU BELIEVE IS YOUR PRIMARY AREA OF EXPERTISE:


**REFERENCES** Please list two (2) former employers or supervisors

Name & Title	Name & Title
Company & Phone	Company & Phone
Address	Address
City State Zip	City State Zip
Relationship	Relationship

Have you ever been convicted or pled no contest to a crime other than minor traffic violations? <b>Y N</b> If yes, when and how was it resolved?
Have you ever been involuntarily terminated or offered an opportunity to resign in lieu of termination? <b>Y N</b> If yes, please explain:
Have you ever received any written reprimand or disciplinary action during prior employment? <b>Y N</b> If yes, please explain:

SO AS NOT TO WASTE TIME IN DUPLICATING EFFORTS, PLEASE LIST THE COMPANIES OR PRACTICES YOU HAVE CONTACTED:

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

**ATTORNEYS ONLY**

Are you admitted to a Bar? <b>Y N</b> If so, which state(s)?
Do you carry E & O Insurance? <b>Y N</b> If so, please indicate carrier and coverage level:
Have you ever been subject to a State Bar or comparable disciplinary proceeding? <b>Y N</b> If so, please explain:
Have you ever had a judgement against you for malpractice? If so, please explain: <b>Y N</b> If so, please explain:

**APPLICANT'S STATEMENT, AUTHORIZATION, AND RELEASE**

I certify that the information provided in this Application for Employment 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 Lawyer's Staffing, Inc., hereinafter referred to as LSI, to contact schools, previous employers, personal references and others to verify the data I have supplied. I release and indemnify LSI 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 LSI clients by LSI as the need arises to further the pursuit of employment. I will notify LSI prior to using any vehicle on client/company business. I further agree to provide LSI with a copy of my DMV record and insurance declarations page, if requested.

I understand that my misrepresentation, omission of fact(s), or incomplete information may disqualify me for employment with LSI or representation to their clients. In addition, if I am employed by LSI, any discovery of misrepresentation or omission of facts on this Application for Employment following my employment may result in discipline up to and including termination.

Subject to applicable state laws, LSI 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. LSI has the right to change this policy at any time and as it requires.

I hereby authorize LSI 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. It is further agreed and understood that there are no guarantees for success and that I am not under any obligations to accept any positions offered by LSI.

I understand that employment with LSI is for no guaranteed period of time and may be terminated by myself, and/or LSI with or without notice. 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 between LSI and myself.

I understand that if accepted for temporary or temporary-to-hire employment, I will be working on LSI payroll at the client/company premises. If on a temporary-to-hire position as a support staff applicant, I understand that I will be on LSI payroll for 480 hours unless converted early. If on a temporary-to-hire as an attorney/ paralegal, I understand that I will be on LSI payroll for 1000 hours unless converted early. I will notify LSI when my assignment ends.

I agree to notify a LSI representative of all communication regarding present or future employment between myself and a LSI client for whom I have worked as a LSI employee both during the assignment and for a period of 12 months subsequent to the completion of said assignment.

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

Applicants who are accepted for employment with the LSI should understand that while every effort is made to provide continuous work, there are no employment contracts and the permanency of any position is not guaranteed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_