



# 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: \_\_\_\_\_

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	Dates	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:

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**SOFTWARE EXPERIENCE and SKILLS**

Please list typing speed and computer background:

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**PERSONAL OBJECTIVES**

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

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**REFERENCES**

Give Business 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 3<sup>rd</sup> party company upon request and I release anyone so authorized, Joyner Keeny, PLLC, and any 3<sup>rd</sup> 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

Date \_\_\_\_\_

\_\_\_\_\_  
Witness (Joyner Keeny, PLLC)

Date \_\_\_\_\_