



# Candidate Application

<b>Office Use Only</b>	
I9/W4	_____
Recruiter	_____
Interviewer	_____
P / SPA	_____

NAME		DATE
HOME PHONE #	OTHER PHONE # & TYPE	BIRTHDAY (Month/Date)
HOME ADDRESS		SOCIAL SECURITY #
		DATE AVAILABLE
E-MAIL ADDRESS		EMERGENCY CONTACT & NUMBER

## EDUCATION (List Highest Two)

DEGREE	COLLEGE/SCHOOL	YR/GRAD	MAJOR	GPA

## AREAS WILLING TO COMMUTE TO

YES	WESTSIDE LOS ANGELES	DOWNTOWN LOS ANGELES	ALL LOS ANGELES	SAN FERNANDO VALLEY	SOUTH BAY	LONG BEACH	ORANGE COUNTY	OTHER

## POSITIONS SOUGHT (CHECK ALL THAT APPLY)

<input type="checkbox"/>	ATTORNEY	<input type="checkbox"/>	ADMINISTRATOR	<input type="checkbox"/>	LIBRARIAN
<input type="checkbox"/>	PARALEGAL	<input type="checkbox"/>	HUMAN RESOURCES	<input type="checkbox"/>	DOCKET CLERK
<input type="checkbox"/>	SECRETARY	<input type="checkbox"/>	FINANCIAL SERVICES	<input type="checkbox"/>	RECORDS CLERK
<input type="checkbox"/>	WORD PROCESSOR	<input type="checkbox"/>	IT / TECHNOLOGY SERVICES	<input type="checkbox"/>	OFFICE SERVICES CLERK

## PREFERENCE QUESTIONS (PLEASE ANSWER THE FOLLOWING)

<p>◆ YOUR INTEREST?    <input type="checkbox"/> TEMPORARY / PROJECT    <input type="checkbox"/> PERMANENT    <input type="checkbox"/> BOTH</p> <p>◆ MINIMUM COMPENSATION SOUGHT?    PERM \$ _____    TEMP \$ _____</p> <p>◆ HOW DID YOU HEAR ABOUT ANS?    <input type="checkbox"/> DAILY JOURNAL    <input type="checkbox"/> FRIEND _____  <input type="checkbox"/> INTERNET    <input type="checkbox"/> OTHER _____</p> <p>◆ CAN YOU WORK IN AREAS NOT ACCESSIBLE BY PUBLIC TRANSPORTATION?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>◆ IS IT LEGAL FOR YOU TO WORK IN THE U.S.?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>◆ HAVE YOU EVER BEEN CONVICTED OF A FELONY?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>    IF YES, EXPLAIN: _____</p> <p>◆ HAVE YOU WORKED A TEMPORARY ASSIGNMENT BEFORE?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>    IF YES, WHERE: _____</p>	<p><b>Office Use Only</b></p> <p>Grammar _____</p> <p>Spelling _____</p> <p>Typing _____</p> <p>Litigation _____</p> <p>MSW6.0W _____ / _____</p> <p>WP5.1D _____ / _____</p> <p>WP6.1W _____ / _____</p> <p>Other _____</p>
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**WORK EXPERIENCE – LAST JOB FIRST (Please Complete in Full)**

FIRM/COMPANY	POSITION HELD	DATES	SALARY & BONUS	REASON FOR LEAVING	CONTACT & PHONE NUMBER
1.		From	Salary \$		
		To	Bonus \$		
2.		From	Salary \$		
		To	Bonus \$		
3.		From	Salary \$		
		To	Bonus \$		
4.		From	Salary \$		
		To	Bonus \$		

**REFERENCES - LIST IN PRIORITY (Please Complete in Full)**

PERSONS NAME	FIRM/COMPANY	POSITION	PHONE NUMBER	BEST TIME TO CONTACT
1.				
2.				
3.				
4.				

**Candidates Acknowledgment (Please Read & Sign)**

**The Application** I have completed and am submitting this form to Attorney Network Services, Inc. (ANS) for the purpose of obtaining assistance in securing permanent, temporary or contract employment. I acknowledge that ANS is not obligated to further process this application and that use of this form (including my completion) does not represent that any positions are open. I certify to the accuracy of the information in my resume and the information I provided on this form to ANS. I understand that I will never be charged a fee by ANS however any misstatements of fact may result in me being refused employment or to lose my employment.

**Temporary Assignments** I understand that during my placement on a temporary assignment, I will be an employee of ANS and not the client. Also, I understand that such employment is not guaranteed for any specific time and may be terminated for any reason at any time. Moreover, I acknowledge that a contract will exist between ANS and its clients to whom I may be assigned which will require the client to pay a fee to ANS if I accept direct employment with the client. Therefore, within one year after the last day of a temporary assignment, I agree to immediately notify ANS if the client I was assigned (or its subsidiary or affiliated company) offers me direct employment, either contract, permanent or temporary (including assignments through another agency).

**Authorization** I authorize ANS to make inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. Also, I authorize all entities identified by me to ANS (including schools, businesses, individuals, services or others) to release information to ANS. Therefore, this is a release of all entities (including schools, businesses, individuals, services or others) from all liability in responding to inquiries connected with this application.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_