



## ORANGE COUNTY BAR ASSOCIATION

LEGAL PLACEMENT SERVICE  
P.O. Box 530085  
Orlando, FL 32853-0085  
Phone: 407-422-4551 Fax: 407-843-3470

### Applicant Information

#### APPLICATION & TESTING

Before coming to your appointment, read this document and complete the Legal Placement Service application. This will save time. At your appointment, the Placement Manager will interview you and the following tests will be administered:

- Legal Spelling, Grammar and Vocabulary
- Typing

All tests are computerized. Upon completion, the test scores will be discussed and any questions answered.

#### INTERVIEWS WITH FIRMS

The Orange County Bar Association (OCBA) Legal Placement Service will provide employers with resumes, test scores and salary requirements of applicants whose qualifications appear to meet the employer's requirements for support staff. All information provided by the OCBA shall be deemed confidential. **Our policy prohibits any applicant from contacting a potential employer unless that employer has contacted the applicant for a personal interview.** This policy relates only to those employers to whom the applicant's resume has been forwarded by the OCBA. Violators of this policy may be subject to the loss of privileges of this service.

#### FOR YOUR INTERVIEW

You will be given the name of the law firm, contact person, address, phone number and any additional information available regarding the firm's benefits and the open position. It is your responsibility to call the firm for directions and information concerning parking, security, etc. After the interview, you need to call the OCBA with an update of the interview. If you are late or unable to go to the interview, it is your responsibility to contact both the law firm and the OCBA Legal Placement Service to inform them that you will not attend the interview. Legal Placement Service will schedule another interview date and time for you.

#### OCBA'S RESPONSIBILITIES

1. The OCBA Legal Placement Service will maintain position announcements on file for three (3) months or until notified that the position has been filled, whichever comes first.
2. Support staffs (receptionists, legal secretaries, legal assistants, paralegals) who are seeking employment in the Central Florida legal community may submit resumes directly to the OCBA Placement Service. All potential candidates must submit to all evaluative testing administered by the Placement Service.

3. Placement Service will accept a resume from each candidate and maintain the candidate's name in the database for six (6) months. Copies of the resume, a completed application packet and all test results will be forwarded to potential employers for their consideration.
4. All applicant information provided by Placement Service to employers shall be deemed confidential.
5. All applicant information shall be placed on file and shall become the property of the Orange County Bar Association.
6. Any information provided by Placement Service to potential employers shall not be considered a favorable or unfavorable recommendation of the candidate.

### **APPLICANT'S RESPONSIBILITIES**

1. Candidates are prohibited from contacting a potential employer unless that employer has contacted the candidate for a personal interview. Violation of the policy may result in the loss of privileges with this Service.
2. The applicant is responsible for updating his or her resume and application filed with the Placement Service when changes in personal and/or employment status occur. Failure to provide Placement Service with current information will result in the applicant's removal from the Service. The applicant may also be subject to removal for any unreasonable failure to respond to any attempted contact from Placement Service or potential employers.
3. The applicant must inform Placement Service when he or she accepts an offer of employment resulting from a referral by Placement Service. If the applicant finds employment from means other than Placement Service, the candidate shall notify Placement Service for removal from the database.
4. The applicant shall not disclose any knowledge he or she may have concerning position listings. Any breach of confidentiality will result in the removal of candidate from the Service.
5. No fees shall be charged to the applicant.
6. The applicant, by signing a Referral Application Agreement, authorizes the release of all information contained in his or her file to any potential employer. No further notification of release will be given to the applicant. Once the information has been released to the employer, initial contact, if any, must be made by the employer.
7. Applicant's information will be forwarded to potential employers solely based on the job requirements provided by the employer.
8. Failure to complete any part of the application, interview, or testing process will disqualify an applicant from participation in this Service.

The mission of the Orange County Bar Association is to promote honor, dignity, truth and professionalism within the legal community, to promote improvements in the law and aid in the administration of justice, to enhance the delivery of and access to quality legal services, to educate the public about the legal system, to provide for an inclusive bar and to promote camaraderie, and a forum for discussion on issues pertaining to the legal system and education for its members.

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