



ORANGE COUNTY BAR ASSOCIATION
PLACEMENT SERVICE APPLICATION

_____ % Spelling _____ % Typing
Date: _____ _____ % Grammar _____ % Vocabulary

Name: _____

Complete Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Smoker: _____ Non-Smoker: _____ E-mail Address: _____

Current Employer: _____ May we contact him/her? _____

Current Salary: _____ Salary Range: _____

How did you hear about us? _____

In which area of town do you prefer to work? _____

In what size firm do you prefer to work? _____

Do you need medical or other benefits? If so, please specify: _____

Do you speak, write or read Spanish? _____

Have you ever been convicted of a crime other than a minor traffic violation? _____ Yes _____ No

If "yes", state the date, place, and time of the conviction: _____

Position(s) you would like to be considered for (please check all that apply):

<input type="checkbox"/> Legal Secretary	<input type="checkbox"/> Legal Assistant
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Paralegal
<input type="checkbox"/> Other _____	

SKILLS

List all computer software and legal databases (if any) you are familiar with:

On the following page, indicate the type of law in which you have experience. In the column to the right, please indicate the number of years of experience you have in that particular area. **Remember: If you indicate an area of knowledge, you must also indicate the amount of experience you have.**

Type of Law	Amt. of Exp.	Type of Law	Amt. of Exp.	Type of Law	Amt. of Exp.
Bankruptcy		Intellectual Property		Real Estate	
Civil Litigation		Medical Malpractice		Commercial:	
Corporate		Personal Injury		Residential:	
Criminal		Plaintiff:		Closing:	
Family		Defense:		Title:	
Immigration		Probate		Wills & Estate	
Insurance Defense		Products Liability		Workers Comp	
Collections		Entertainment		Plaintiff:	
Construction		Labor & Employment		Defense:	
Elder Law		Social Security/Tax			
Other:					

EMPLOYMENT HISTORY – this must be completed regardless of resume

Company / Firm:	Position:	Salary:	Reason for leaving:

BUSINESS REFERENCES:

Name:	Company / Firm:	Phone Number and/or address:

EDUCATION:

Please list your education, including all degrees earned and institution(s) attended, including High School.		
High School/College/University:	Degree/Certificate/License Earned:	Years Attended:

PLEASE READ CAREFULLY BEFORE SIGNING BELOW:

I certify that any and all information provided are true and complete and understand the falsification of this application in any detail is grounds for disqualification from the Orange County Bar Association Legal Placement Service.

I authorize investigation of all statements contained herein and the references provided to give you any and all information concerning my previous employment and/or any pertinent information they may have, personal or otherwise and relieve all parties from all liability for any damage that may result from furnishing same to you. I additionally understand that all obtained information can be disclosed to prospective employers and I hereby consent to the OCBA Legal Placement Service provision of this information.

Signature of Applicant

Date

The Legal Placement Service of the Orange County Association is an equal opportunity organization, which does not discriminate on the basis of any characteristic protected by federal, state or local law, rule, regulation or ordinance. These characteristics include, but are not limited to: age, race, color, religion, sex, marital status, sexual orientation, national origin, veterans' status or disability.