

**Oklahoma County Bar Association
Legal Placement Service**

Date _____

PERSONAL INFORMATION

Name _____ SS# _____

Address _____

Telephone _____
(Home) (Cell) (Other)

E-Mail _____

Are you presently working? _____ Date available for work _____

Are you looking for full-time or part-time employment? _____

Please list your maiden name or any other name(s) you have gone by _____

Have you ever been convicted or entered a plea of guilty to a State or Federal felony offense? _____ If so, what was the date and nature of the offense? _____

If the job requires, do you have dependable transportation, a valid driver's license and current insurance coverage? _____

EMPLOYMENT DESIRED

Type of position desired _____

Salary desired: \$/Hour _____ \$/Month _____ Annual _____

What type of benefits are important to you? _____

SKILLS & TRAINING

List areas of legal experience in order of knowledge _____

List software programs with which you are proficient _____

List any other skills you possess which would be of use in an office situation _____

What is the highest level of education you have attained? _____

Please list any special schools or training _____

WORK HISTORY (Please start with current or most recent employer)

Company Name _____

Supervisors Name/Number _____

May we contact this person? _____

Last rate of pay \$ _____ Reason for leaving _____

Company Name _____

Supervisors Name/Number _____

May we contact this person? _____

Last rate of pay \$ _____ Reason for leaving _____

Company Name _____

Supervisors Name/Number _____

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