



LEGAL
STAFFING
GROUP

Employment Application

PLEASE FILL OUT COMPLETELY

Be sure to start with today's date -->

Date: _____

Personal Information

Position Desired: _____

☐ Temp ☐ Temp to Perm ☐ Perm

NAME: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

CITY: _____ ST: _____ ZIP: _____

Emergency Contact: _____ Phone: _____ Relation: _____

Salary Information

Desired: \$ _____ Least Acceptable: \$ _____

Education

College Name: _____ Major: _____ Certificate/Degree? ☐ Yes ☐ No Completion Date: _____

College Name: _____ Major: _____ Certificate/Degree? ☐ Yes ☐ No Completion Date: _____

Work Experience

List most recent experience first

Company: _____ Position Held: _____ Dates: _____
From: _____ To: _____

Address: _____ Phone: _____ Ending Salary: \$ _____

Areas of Law Practiced or Type of Business: _____ Reason for leaving: _____

Attorney/Office Manager worked for: 1) _____ 2) _____

Company: _____ Position Held: _____ Dates: _____
From: _____ To: _____

Address: _____ Phone: _____ Ending Salary: \$ _____

Areas of Law Practiced or Type of Business: _____ Reason for leaving: _____

Attorney/Office Manager worked for: 1) _____ 2) _____

Company: _____ Position Held: _____ Dates: _____
From: _____ To: _____

Address: _____ Phone: _____ Ending Salary: \$ _____

Areas of Law Practiced or Type of Business: _____ Reason for leaving: _____

Attorney/Office Manager worked for: 1) _____ 2) _____

Other

How did you hear about the Legal Staffing Group? _____

Other Agencies signed up with: _____

I hereby certify that the information on this application form is true and correct.

Signature

Date

Experience Checklist

PLEASE INDICATE BY EACH AREA OF LAW HOW MUCH EXPERIENCE YOU HAVE

****DO NOT mark anything if you have NO experience****

(L)- LIGHT experience (M)- MODERATE experience (H)- Heavy experience

AREA OF LAW

L	M	H		L	M	H		L	M	H		L	M	H	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Civil Litigation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bankruptcy Debtor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Banking/Finance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Family
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Business Litigation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bankruptcy Creditor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mortgage <input type="checkbox"/> HOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Criminal
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Commercial Litigation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Foreclosure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Anti-Trust	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Estate Planning
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legal Malpractice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unlawful Detainer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Municipalities/Public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Probate <input type="checkbox"/> Tax
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Medical Malpractice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Patent Prosecution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Land Use/Toxic Waste	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Conservatorship
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Worker's Comp Defense	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Patent Litigation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Environmental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Maritime
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Worker's Comp Applicant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trademark	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Real Estate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Aviation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Personal Injury Plaintiff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Copyright	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mergers/Acquisitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sports/Ent
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Personal Injury Defense	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Immigration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Corporate/Securities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collections
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Product Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	International Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Blue Sky	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Subrogation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insurance Defense	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Franchising/Licensing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Construction Defect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Labor/Employment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Employee Benefits/Pension/ERISA								

E-COURT FILINGS/PROCEDURES *Please check all that apply*

☐ State
 ☐ Bankruptcy
 ☐ District
 ☐ Appellate
 ☐ Family
 ☐ Worker's Comp

☐ OC
 ☐ LA
 ☐ SB
 ☐ RV
 ☐ SD
 ☐ Other States
 List _____

SKILLS

Please indicate experience: (B)- BEGINNER (I)- INTERMEDIATE (A)- ADVANCED

Business Software

B	I	A		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	WordPerfect Corel	Version(s) _____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MS Office	Version(s) _____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Quickbooks	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Groupwise	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adobe Acrobat Pro	

Microsoft Software

B	I	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Word
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Access
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PowerPoint
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outlook
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excel

Legal Software

B	I	A		B	I	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legal Solutions/Proforma	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	iManage
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dissomaster	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HotDocs
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Juris	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	DocsOpen
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bankruptcy Filing Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC Docs
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Redlining Software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MacPac
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Soft Solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Full Authorities

Other Skills

B	I	A		B	I	A		<input type="checkbox"/>	WPM
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Transcription	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Shorthand		

Case Management

B	I	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lexis/Nexis
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	WestLaw
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Summation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Concordance
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CaseMap

Calendaring

B	I	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Compulaw
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amicus
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Abacus
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Time Matters
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	C P I

Billing

B	I	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ProLaw
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Timeslips
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	TABS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Carpe Diem
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Elite
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	C P I

Legal Skills

B	I	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Timesheets
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pleadings
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Complaints
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Answers
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Service of Process
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Discovery
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Interrogatories
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Depositions
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Judgment Entry
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ex Parte Motions
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Draft Legal Docs
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legal Research
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Shepardizing/Citations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trial Preparation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Calendaring
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Docketing
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Points & Authorities
			<input type="checkbox"/> Auto <input type="checkbox"/> Manual
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Table of Contents
			<input type="checkbox"/> Auto <input type="checkbox"/> Manual
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Table of Authorities
			<input type="checkbox"/> Auto <input type="checkbox"/> Manual

Other Skills
(Please list, include
proficiency)



LEGAL
STAFFING
GROUP

RELEASE AND AUTHORIZATION FORM

I, _____, hereby authorize Legal Staffing Group to verify my previous employment, educational and personal history and, if necessary, to obtain information concerning my background, which may include, but not limited to academic, job performance, attendance, personal history, financial record history, disciplinary. I agree to relieve Legal Staffing Group of liability, which might result from obtaining information from others. I understand that the information released is for consideration of my employment application, resume and possibly for the purpose of determining my qualifications for future assignment.

I understand that the State of California requires me to take at least a ½ hour, up to 1 hour, unpaid lunch break after 5 hours of work; and that I am required to take a 10 minute paid rest period for every 4 hours of work. This includes and applies to temporary positions as well.

I have come to Legal Staffing Group on my own free will. No one from Legal Staffing Group tried to recruit me from my current employer (if applicable).

I do not have any previous or current injuries or disabilities or limitations that would prevent me from doing the job for which I am applying.

I am aware that Legal Staffing Group can provide me copies of information regarding Sexual Harassment Laws (CA), Paid Family Leave (CA), Workers' Compensation Rights & Benefits (CA), and Unemployment Insurance & State Disability Insurance (CA), and that this information is posted on the bulletin board in the lobby available in the employee handbook online which I have received access to.

Signature of Applicant

PRINT FULL NAME (First, Middle, Last)

Date

Address

City, State, Zip