

**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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