

Romano Law, P.C. Employment Application

Thank you for taking the time to fill out this application. If more space is required, or if you would like to submit a typewritten response, please attach a separate document or include all information requested in your cover letter.

1. Your name: _____

2. Present address: _____

3. Telephone number: _____

4. Are you currently employed? If so, where? _____

5. Why are you leaving? _____

6. What is your current salary? \$_____ per month / year.

7. If you are not currently employed, what was your most recent job?

8. Why did you leave? _____

9. Please list your employment history for the last five years, including an explanation of any gaps in employment:

10. Have you ever been fired or forced to resign? If so, please explain:

11. Do you have any criminal convictions? If so, please explain:

12. Please detail your driving history (any accidents, speeding tickets, other violations, suspensions, etc.):

13. Have you ever been a party to a lawsuit? If so, please explain:

14. Our firm represents often represents clients facing criminal charges.

Have you ever been a victim of crime? If so, please explain:

15. How long have you lived in the Central Oregon area? _____

16. Please list two references other than relatives or previous employers.

17. If you have applied for any other jobs in the last 12 months, please list the position applied for and employer:

18. This job will require running errands around Central Oregon (potentially as far as La Pine, Madras, and Prineville). Please describe if there will be any restrictions on your ability to do this:

19. Have you taken any educational courses related to legal work, accounting, or office management? If so, please list them:

20. Please tell us about your level of experience with the following forms of software. Please be as candid as possible. Keep in mind that inexperience with certain programs does not necessarily exclude you as a candidate for the position.

a. Microsoft Access 2003:

Little or none Some Familiarity Have used regularly Expert

b. Microsoft Excel 2003:

Little or none Some Familiarity Have used regularly Expert

c. Microsoft Outlook 2003:

Little or none Some Familiarity Have used regularly Expert

d. Windows XP Professional:

Little or none Some Familiarity Have used regularly Expert

e. Internet Explorer:

Little or none Some Familiarity Have used regularly Expert

f. Mozilla Firefox:

Little or none Some Familiarity Have used regularly Expert

g. QuickBooks Professional:

Little or none Some Familiarity Have used regularly Expert

h. OJIN (Oregon Judicial Information Network):

Little or none Some Familiarity Have used regularly Expert

i. HTML/Java Script:

Little or none Some Familiarity Have used regularly Expert

j. Other law office accounting/management software:

Little or none Some Familiarity Have used regularly Expert

k. DVD/CD-Rom editing/burning software:

Little or none Some Familiarity Have used regularly Expert

l. For the Record (FTR) court reporting software:

Little or none Some Familiarity Have used regularly Expert

m. Dictation software:

Little or none Some Familiarity Have used regularly Expert

21. What do you feel are your professional strengths?

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23. What is the earliest date you'd be able to begin working if you were hired? _____