

TODAY'S DATE	DATE AVAILABLE FOR WORK	WORK CITIES
PRIMARY PHONE	ALT. PHONE	EMAIL
VOICE MAIL? YES OR NO	VOICE MAIL? YES OR NO	EMERGENCY CONTACT



JUST LEGAL INC.

INPUT DATE	INITIALS
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PARA | LEG. SECY | W.P. | RECEP. | CLERK | ATTY. | ADMIN | OTHER

LAST	FIRST	MIDDLE INITIAL
STREET ADDRESS		APT. NO.
CITY	STATE	ZIP

PLEASE INDICATE QUALIFICATIONS BY TYPING YES/TYPE WHERE NOTED.

ADMINISTRATIVE	INTELLECTUAL PROPERTY
ADMIRALTY	INTERNATIONAL
APPELLATE	LABOR
AVIATION	LITIGATION (TYPE)
BANKING	MARITIME
BANKRUPTCY (TYPE)	MEDICAL MALPRACTICE
- CREDITOR	PATENTS
- DEBITOR	PERSONAL INJURY
COLLECTIONS	PLAINTIFF WORK
COMMERCIAL	PROBATE
COMMUNICATIONS	PRODUCTS LIABILITY
CONSTRUCTION	REAL ESTATE (TYPE)
COPYRIGHTS	SECURITIES
CORPORATE	SOCIAL SECURITY
CRIMINAL	TAXATION
DEFENSE WORK	TOXIC TORT
EDUCATION	TRADEMARK
EMPLOYMENT	TRANSACTIONAL
ENTERTAINMENT	WORKERS COMP
ENVIRONMENTAL	ERISA
ESTATE/TRUSTS	FAMILY
FEDERAL	FORECLOSURE
IMMIGRATION	INSURANCE DEFENSE
CLASS ACTION	ANTI-TRUST

BACKGROUND

PARALEGAL	PARA W.O. CERT	MEM. BAR (STATE)
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LEGAL RESEARCH SKILLS

CITE CHECK	SHEPARDIZE	RESEARCH CASES
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LEXIS	NEXIS	WESTLAW
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AVAILABILITY

MON	TUE	WED	THUR	FRI	SAT	SUN	O.T.
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HOURS

AM TO PM

RESUME

YES NO

SOFTWARE

SOFTWARE USED
LITIGATION MANAGEMENT PROGRAMS
DOCUMENT MANAGEMENT PROGRAMS
E FILING/COURTS
E-DISCOVERY

FOREIGN LANGUAGES

	READ	WRITE	SPEAK
	READ	WRITE	SPEAK
	READ	WRITE	SPEAK

TRIAL PREP

JURY INSTRUCTIONS	SUBPOENAS	EXHIBITS
NOTEBOOKS	DEPO SUMMARIES	COMPUTER.LITIG. (SOFTWARE)

CLERICAL

ACCOUNTING	FILING	BATES STAMPING	# LINES	DIGITAL (TYPE)
FILING	DATA ENTRY	RECEPTIONIST (PHONE SYSTEM TYPE)	# EXTENSIONS	DICTAPHONE (TYPE)

PERMANENT EMPLOYMENT

FIRM/CO NAME	FROM	MONTH	YEAR	TO	MONTH	YEAR
STREET	CITY		STATE		ZIP	
TELEPHONE	SUPERVISOR		MAY WE CONTACT		SALARY	
DUTIES			REASON FOR LEAVING			

FIRM/CO NAME		FROM	MONTH	YEAR	TO	MONTH	YEAR
STREET		CITY		STATE		ZIP	
TELEPHONE		SUPERVISOR		MAY WE CONTACT		SALARY	
DUTIES				REASON FOR LEAVING			

FIRM/CO NAME		FROM	MONTH	YEAR	TO	MONTH	YEAR
STREET		CITY		STATE		ZIP	
TELEPHONE		SUPERVISOR		MAY WE CONTACT		SALARY	
DUTIES				REASON FOR LEAVING			

TEMPORARY/ CONTRACT EMPLOYMENT

STAFFING CO.	FROM/TO	SKILL	CO. ASSIGNED TO	CITY	SUPERVISOR	PAY RATE

EDUCATION

HIGH SCHOOL NAME	YEAR GRAD	COLLEGE NAME	YEAR GRAD	MAJOR
LAW SCHOOL		ADTL SCHOOLING		
YR. JD RECEIVED		LICENSED IN WHICH STATES		

1. HOW DID YOU HEAR OF JUST LEGAL, INC?

REFERRAL: _____

ADVERTISEMENT: _____

OTHER: _____

2. HAVE YOU EVER HAD A SECURITY CLEARANCE? _____ HAVE YOU EVER BEEN BONDED? _____

3. DO YOU HAVE ANY LIMITATIONS WHICH WOULD PREVENT YOU FROM PERFORMING SPECIFIC KINDS OF WORK?

_____ EXPLAIN _____

4. ARE YOU A NOTARY? _____

5. ARE YOU ON UNEMPLOYMENT BENEFITS? _____ WHICH STATE? _____

6. ARE YOU LOOKING FOR A PERMANENT OR TEMPORARY POSITION? _____

7. AREAS OF LAW PREFERRED? _____

I understand that my acceptance of employment with Just Legal, Inc. is predicated upon the truthfulness of statements in this application. I hereby authorize my former employers to disclose any information which they may have, which may affect my employment with Just Legal, Inc., including the cause of termination of my employment with such employers. I also authorize Just Legal, Inc. to disclose the information enclosed herein, together with the information concerning my employment with Just Legal, Inc. to any party having an interest in such information, and hereby release Just Legal, Inc. and my former employers from any liability for damages resulting from such disclosures.

I understand that if I am accepted for employment and placed on assignment by Just Legal, Inc. I will be an employee of Just Legal, Inc. I agree to notify Just Legal, Inc. of my availability upon completion of each assignment. Without such notification, Just Legal, Inc. may assume that I have found permanent employment and I am not available for work. I understand that I will not be paid until I present a time record signed by both the client and myself to Just Legal, Inc. I hereby certify that this application for staffing services has been correctly and honestly completed.

Signed _____ Dated _____