

Application for Employment

Position Applying for:

- All Administrative Positions - Full-Time
- All Administrative Positions - Part-Time
- Attorney or Legal Representative
- _____

Office Location Applying for:

- Parkersburg, WV Logan, WV
- Charleston, WV Huntington, WV
- Beckley, WV Charlotte, NC

Personal Information

Full Name:

City: State: Zip Code: Phone 1:

Are you a US citizen? Yes No

Phone 2:

Have you ever been convicted of a felony? Yes No

Email:

Are you willing to take a pre-employment drug screening? Yes No

Education

High School: Location: Received Diploma? Yes No

College: Location: Degree Type:

College: Location: Degree Type:

Employment History

Employer: Dates Employed: From: To:

Address: Phone: Position:

Duties Performed: Reason for Leaving:

May we contact this employer? Yes No

Employment History (continued)

Employer: Dates Employed: From: To:

Address: Phone: Position:

Duties Performed: Reason for Leaving:

May we contact this employer? Yes No

Employer: Dates Employed: From: To:

Address: Phone: Position:

Duties Performed: Reason for Leaving:

May we contact this employer? Yes No

Computer Skills

Please list the software and hardware you are confident and proficient in using.

Name of Software	Proficiency Level
1. <input type="text"/>	Level: <input type="text"/> Please fill in the proficiency level box using a number based on the following scale:
2. <input type="text"/>	Level: <input type="text"/>
3. <input type="text"/>	Level: <input type="text"/> 1=Basic Knowledge to 5=Expert User
4. <input type="text"/>	Level: <input type="text"/>
5. <input type="text"/>	Level: <input type="text"/>

Please list any volunteer work or special work-related skills:

What interested you in applying with Jan Dils Attorneys at Law?

Do you have any conditions in which you may need accommodation in the workplace? (Optional Item) Yes No

Please use this space to provide any additional information you feel would be helpful in making a selection decision.

Please initial the boxes provided indicating that you agree with the following:

All of my answers and information contained on this application are honest and completed to the best of my ability.

I authorize investigation of all information contained on this application as may be needed to arrive at employment decision.

In event of employment, I understand that any false or misleading information contained on this application may result in termination.

Please attach your resume. Without a resume, your application will not be considered. Cover letters are not necessary.

Please attach any other documents that showcase your talents pertinent to employment. *(If you attach documents of any kind please keep in mind that they will not be returned and therefore need to be copies.)*

Signature:

Date:

Typing your name in the above box is the same as signing.

Jan Dils Attorneys at Law is An EEO Employer

Thank you for your interest in becoming a part of the Jan Dils team!