

Date: _____ Position applying for: _____
 How did you hear about us? _____ Name of person who referred you? _____
 Last Name: _____ First Name: _____ MI _____
 Date of Birth: _____ Social Security Number: _____ E-mail Address: _____
 Home phone: _____ Cell phone: _____ Emergency Name/Number: _____
 Address: _____ Apt _____ City _____ State _____ Zip _____
 Typing Speed _____ Shorthand Speed _____ 10 keys: Touch _____ Sight _____ Phone experience (# of lines) _____
 Are you looking for: Full Time _____ Part Time _____ Temporary _____ Direct Hire _____ Temp-to-hire _____
 Desired salary _____ Least acceptable salary _____ Minimum hourly rate you'll consider (temp) _____
 List benefits needed: _____
 List any languages in which you are fluent: _____
 Highest grade completed: _____ College credit hours: _____ Completed degrees/certificates: _____
 Have you ever been convicted of a felony? _____ If yes, please describe: _____
 Can you provide evidence that you are legally able to work in the United States? _____

EDUCATIONAL BACKGROUND

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEAR COMPLETE	LIST DEGREE

SOFTWARE: (including software and version, i.e., spreadsheet, database, file management, graphics, etc.)

Yrs.	Software	Rating	Yrs.	Software	Rating	Yrs.	Software	Rating

LAST TWO EMPLOYERS:

Employer	Employer
Address	Address
City/State/Zip	City/State/Zip
Phone	Contact
Dates from	to
Job Title	Salary
Reason for leaving	Reason for leaving
Permission to contact: Yes	No

COVENANT NOT TO COMPETE: I hereby agree that I shall not contact or perform work for any client for which I was sent by The Morton Group ("TMG") for six (6) months following separation from TMG. I further understand that any work performed for a client of TMG must be scheduled through TMG and not on my own. I shall not give my personal phone numbers to any client of TMG. I understand that any offers of employment shall be through TMG and that I will not accept a direct hire position with any client of TMG unless arranged through TMG. In the event any of the above conditions are violated, I shall be responsible for liquidated damages in the sum of \$5,000.00 payable to TMG.

Signature _____ Date _____

Additional Candidate Information

List five major accomplishments:

1. _____

2. _____

3. _____

4. _____

5. _____

List five things you'd change about your current job:

1. _____

2. _____

3. _____

4. _____

5. _____

List five reasons to hire you over someone else:

1. _____

2. _____

3. _____

4. _____

5. _____

List five adjectives to describe yourself:

1. _____

2. _____

3. _____

4. _____

5. _____

List five companies/law firms you would like to work for:

1. _____

2. _____

3. _____

4. _____

5. _____

List five companies/law firms you would not like to work for:

1. _____

2. _____

3. _____

4. _____

5. _____

What is the primary reason you've accepted positions in the past, and is there something that must be offered by a new company to motivate you to make a career change?

Explain briefly the ways you will be of greatest value to your next employer:

Explain briefly your educational goals over the next five years:

Professional References

Name	Title	Company	Phone Number