

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 State? \_\_\_\_\_

**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	Phone	Contact
Dates from	to	Dates from	to
Job Title	Salary	Job Title	Salary
Reason for leaving		Reason for leaving	
Permission to contact: Yes	No	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?

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

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Explain briefly your educational goals over the next five years:

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**Professional References**

Name	Title	Company	Phone Number