

NBA Member Services, Inc.

315 Union Street • Suite 800 • Nashville, TN 37201 • Telephone (615) 242-9272 • Fax (615) 255-3026

Legal Placement Application

Today's Date _____

Date Available to begin Immediately Two Week Notice Specific Date _____

Name _____ SSN _____
Last First Middle

Address _____
Street City State Zip

Telephone (H) _____ (B) _____ (C) _____ (Fax) _____

How long have you been at this address? _____

Why are you seeking employment at this time? _____

POSITION(S) DESIRED:

- Legal Secretary Paralegal Bookkeeper Legal Assistant
- Receptionist Runner Court Reporter Word Processor
- Legal Administrator/Office Manager Video Transcriptionist Other _____

Check all that apply

- Regular Full-time Regular Part-time Either Full-time or Part-time

- Temporary positions accepted? Yes No
- Temp to Perm position accepted? Yes No

Yearly Salary: Current/Most recent _____ Desired salary range _____

Minimum Accepted \$ _____

COMPUTER SOFTWARE SKILLS:

- | | | | | |
|---|----------------|---|----------------|---|
| Word Processing | Version | Database | Version | Publishing/Presentation |
| <input type="checkbox"/> Microsoft Word | _____ | <input type="checkbox"/> Microsoft Access | _____ | <input type="checkbox"/> CorelDRAW |
| <input type="checkbox"/> Microsoft Works | _____ | <input type="checkbox"/> Dbase/Fox Pro | _____ | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> WordPerfect | _____ | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Microsoft Publisher |
| <input type="checkbox"/> Other _____ | | | | <input type="checkbox"/> Other _____ |
| Accounting | Version | Internet | | |
| <input type="checkbox"/> Quicken/Quickbooks | _____ | <input type="checkbox"/> Microsoft Explorer | | |
| <input type="checkbox"/> AS 400 | _____ | <input type="checkbox"/> Microsoft Outlook | | |
| <input type="checkbox"/> Juris | _____ | <input type="checkbox"/> Netscape | | |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ | | |
| Spreadsheets | | Legal Research | | Document Control |
| <input type="checkbox"/> Microsoft Excel | _____ | <input type="checkbox"/> Westlaw | | <input type="checkbox"/> PC Docs |
| <input type="checkbox"/> Lotus 1-2-3 | _____ | <input type="checkbox"/> Lexis/Nexis | | <input type="checkbox"/> Soft Solutions |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ |

List other software/versions _____

PRACTICE AREAS (check areas and list years of experience):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Administrative_____ | <input type="checkbox"/> Entertainment_____ | <input type="checkbox"/> Labor_____ | <input type="checkbox"/> Securities_____ |
| <input type="checkbox"/> Appellate_____ | <input type="checkbox"/> Environmental_____ | <input type="checkbox"/> Litigation_____ | <input type="checkbox"/> Social Security_____ |
| <input type="checkbox"/> Bankruptcy_____ | <input type="checkbox"/> Estate Planning_____ | <input type="checkbox"/> Med. Mal._____ | <input type="checkbox"/> Tax_____ |
| <input type="checkbox"/> Collection_____ | <input type="checkbox"/> Immigration_____ | <input type="checkbox"/> P/I_____ | <input type="checkbox"/> Torts_____ |
| <input type="checkbox"/> Corporate_____ | <input type="checkbox"/> Insurance_____ | <input type="checkbox"/> Probate_____ | <input type="checkbox"/> Wills_____ |
| <input type="checkbox"/> Criminal_____ | Defendant or Plaintiff | <input type="checkbox"/> Real Estate_____ | <input type="checkbox"/> Workers' Comp._____ |
| <input type="checkbox"/> Domestic/Family Law_____ | <input type="checkbox"/> Intellectual Property | Commercial or Residential | |
| <input type="checkbox"/> Other_____ | | | |

Please list any certifications or other skills you may have _____

Which Practice Area would you prefer? _____

EDUCATIONAL BACKGROUND:

High School

- High School diploma GED

School: _____ City, State _____

Postsecondary Schools

Post Secondary Education:

- Some College, No Degree Paralegal Certificate Associate Bachelor Masters Doctorate

School	Major	No. Yrs. Attended	Degree	Yr. Graduated

School	Major	No. Yrs. Attended	Degree	Yr. Graduated

Other Education Information _____

REFERENCES

- | | | | | | |
|----|------|---------|-------|------------|------------|
| 1. | Name | Address | Phone | Occupation | Yrs. known |
| 2. | Name | Address | Phone | Occupation | Yrs. known |
| 3. | Name | Address | Phone | Occupation | Yrs. known |

LEGAL OFFICE SKILLS:

- Typing _____ wpm
- Dictation
- Shorthand _____ wpm
- Transcription (video)
- Fax
- Legal Research
- Multi-line phone (# of lines _____)
- Transcription (audio)
- Legal Secretarial
- Court Reporting
- Bookkeeping
- Data Entry
- Escrow Agent
- Title Searching

List other skills or equipment _____

EMPLOYMENT HISTORY:

List your three most recent employers beginning with your last or most current position (although this information may be included in your resume, we ask that you please complete this portion of the application).

Company Name and Address: _____

Position (s) held: _____

Dates From/To: _____ Salary Final/Current _____

Supervisor: _____ Phone#: _____

Reason for leaving: _____

Company Name and Address: _____

Position (s) held: _____

Dates From/To: _____ Salary Final/Current _____

Supervisor: _____ Phone#: _____

Reason for leaving: _____

Company Name and Address: _____

Position (s) held: _____

Dates From/To: _____ Salary Final/Current _____

Supervisor: _____ Phone#: _____

Reason for leaving: _____

May we contact all of the above employers? Yes No

Employer(s) you do not want contacted: _____

Reason _____

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, state the date, place, and nature of the conviction. _____

The Nashville Bar Association Placement Service does not discriminate in hiring or referrals on the basis of race, color, sex, age, religion or national origin.

By signing this application, I authorize the NBA Legal Placement Service to verify my references and to circulate my resume to potential employers. I understand that submitting this application does not guarantee an employment referral. I verify the above information to be true.

Signature of Applicant _____ Date _____

THIS AREA FOR OFFICE USE ONLY

Contact at work? _____ Contact present employer? _____

Full time Part time Temporary Confidential? Yes No

Foreign Languages _____

Location Preference Downtown Suburbs (list) _____

Size Preference Large(40+) Medium(11-40) Small(2-10) Sole Pract. No Preference

Would you consider a position without health benefits? Yes No Depends on Salary

Preferred Areas of Law _____

Areas of Law to Avoid _____

Specific Needs _____

Comments _____

How did the candidate hear of our service? Tennessean Other _____

SKILLS TESTING:

Typing WPM _____ Legal Spelling _____ Legal Vocabulary _____

MICROSOFT TESTING SCORES

Access _____ Excel _____ Office Integration _____ Outlook _____ PowerPoint _____

Word2000 _____ Win2000 _____ Win98 _____ Win95 _____

LEGAL STAFF TESTING SCORES

Basic Litigation _____ Court Reporting _____ Legal Abbrev _____ Legal Asst. _____

Legal Filing _____ Legal Staff Skills _____ Legal Typing _____ Legal Vocab _____

Paralegal _____ Word Processing _____