

NEXSEN PRUET LLC
1230 Main Street, Suite 700
Post Office Drawer 2426
Columbia, South Carolina 29202
Telephone (803) 771-8900
Fax (803) 253-8277

APPLICATION FOR AT-WILL EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, any other legally protected status.

(PLEASE PRINT)

Position Applied for	Date of Application
How Did you Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name			First Name		Middle Name
Address	Number	Street	City	State	Zip Code
Social Security Number			Telephone Number(s)		

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes

No

Have you ever filed an application with us before?

Yes

No

If yes, give date _____

Have you ever been employed with us before?

Yes

No

If yes, give date _____

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Yes

No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a crime within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If yes, please explain

This application will remain active for 90 days.

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

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Indicate any foreign languages you speak, read, and/or write

SPEAK	FLUENT	GOOD	FAIR
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

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Additional Information

Other qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: Check Skills/Equipment Operated

- CRT
- PC
- Calculator
- Fax
- Typewriter
- Groupwise
- Lotus 1-2-3

- Excel
- Legal Partner
- Word
- WordPerfect
- MacPac
- iManage

Machinery (list):

Other (list):

References

1. _____ () _____
(Name) Phone #

(Address)

2. _____ () _____
(Name) Phone #

(Address)

3. _____ () _____
(Name) Phone #

(Address)

FOR PERSONNEL USE ONLY

Position(s) Applied For is Open

Yes No

Position(s) Considered For: _____

Date: _____

NOTES: _____

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

