

**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**

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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.

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*(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)				

**WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER**

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

<b>SPEAK</b>	<b>FLUENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>READ</b>			
<b>WRITE</b>			

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

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

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## 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**

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

**I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.**

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR PERSONNEL USE ONLY**

Arrange Interview:  Yes  No

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER DATE

Employed:  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/ Salary \_\_\_\_\_ Department \_\_\_\_\_

By: \_\_\_\_\_  
NAME AND TITLE DATE

NOTES: \_\_\_\_\_