



Legal Employment Profile

Thank you for choosing ABA to assist with your job search. To help us evaluate your qualifications and interests, please fill out this form completely. Include a resume or any other supplemental information that is relevant to your professional experience.

PERSONAL INFORMATION

First Name Middle Last

Street Address

City State Zip Code

W2 mailing address if different or moving

Home Phone ( ) Mobile Phone ( ) Email

Social Security Number: - - Birthdate (do not include year): Month Day

Desired Employment Type: Temporary Temp to Hire Direct Hire Full Time Part Time

Most Recent Temporary Salary: \$ /hr Desired Temporary Salary: \$ /hr

Most Recent Annual Salary: \$ /yr Desired Annual Salary: \$ /yr

Are you presently employed? Yes No How long have you been looking for a job?

How did you hear about ABA? Name of Referrer:

Have you applied with ABA before? Yes No (If so, please check with us now to see if we can reactivate your previous file)

AVAILABILITY

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Hours available: Days Evenings Grave Part-time Swing Overtime

Date available to begin work:

Other constraints on availability (vacation, etc.):

Preferred work location: Means of transportation:

To which locations are you willing to commute?

San Francisco East Bay Mid Peninsula South Peninsula South Bay North Bay

TARGETED POSITION(S) IN THE LEGAL ENVIRONMENT/POSITION YOU HAVE HELD

- Accountant Document Coder Litigation Support Analyst Practice Support Mgr
Accounting Clerk File Clerk Litigation Support Director Receptionist
Attorney HR Assistant Litigation Support Manager Records Clerk
Billing Clerk HR Manager Office Administrator Records Manager
Case Clerk Legal Assistant Office Clerk Recruiter
Contract Administrator Legal Secretary Paralegal (Junior) Researcher
Court Reporter Librarian Paralegal (Mid-Level) Word Processor
Docket Clerk Litigation Secretary Paralegal (Senior)

Other:



## WORK HISTORY

Please list your employment history beginning with your current or most recent position. Even if you are including a resume or a reference sheet, please complete this page in its entirety.

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference:  Yes  No  
Start Date (month / year): \_\_\_\_\_  
End Date (month/year): \_\_\_\_\_  
Base Salary: \_\_\_\_\_  
Commission / Bonus: \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference:  Yes  No  
Start Date (month / year): \_\_\_\_\_  
End Date (month/year): \_\_\_\_\_  
Base Salary: \_\_\_\_\_  
Commission / Bonus: \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference:  Yes  No  
Start Date (month / year): \_\_\_\_\_  
End Date (month/year): \_\_\_\_\_  
Base Salary: \_\_\_\_\_  
Commission / Bonus: \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference:  Yes  No  
Start Date (month / year): \_\_\_\_\_  
End Date (month/year): \_\_\_\_\_  
Base Salary: \_\_\_\_\_  
Commission / Bonus: \_\_\_\_\_



**ADDITIONAL PROFESSIONAL REFERENCES** (colleagues or co-workers other than your direct supervisor)

Name	Title
Company	Relationship to you
Telephone	Email
Address	
City	State    Zip Code

Name	Title
Company	Relationship to you
Telephone	Email
Address	
City	State    Zip Code

Name	Title
Company	Relationship to you
Telephone	Email
Address	
City	State    Zip Code

Name	Title
Company	Relationship to you
Telephone	Email
Address	
City	State    Zip Code

**EDUCATION / TRAINING**

Degree/Certificate	School	Area of Study

Other professional training, degrees, or certificates:

Are you fluent in any languages (other than English) that you would be willing to use on the job?  Yes     No

Which language(s)? \_\_\_\_\_

Do you need any accommodation to successfully perform the essential functions of the job for which you are applying?  Yes     No

If so, please describe: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes     No *(Do not include any marijuana-related convictions dated more than two years ago. A conviction will not necessarily disqualify you from employment.)*

So that we do not duplicate your efforts, please list those companies with which you have already applied:

\_\_\_\_\_

\_\_\_\_\_

Please list any other staffing agencies/recruiters with which you are actively working:

\_\_\_\_\_

\_\_\_\_\_

Is there any other information we should know to effectively assist you with your job search?

\_\_\_\_\_

\_\_\_\_\_



# Experts in Legal Recruitment

<b>Office Use Only (Legal Profile 0301307)</b>	
ID #:	Date:
Input By:	Interviewer:

## Please read and sign the employment agreement below . . .

I understand and agree:

That the information on this profile and/or resume is true and complete to the best of my knowledge. I also understand that any misstatements or omissions of material facts on my profile or resume may be cause for my release from temporary or contract assignments and/or the refusal by ABA to submit my qualifications to employers;

That by my signature below, I authorize you to contact each former employer and reference I have given, except as indicated, and I hereby request that each of them provide any information that may be sought in connection with this profile or concerning a reference check of my professional or personal background;

That I give ABA the right to verify any information provided, including work dates and educational accreditations;

That I give ABA the right to perform a credit and criminal check in accordance with federal and state law if necessary; That if I am applying for temporary or contract work, the term of my employment with ABA shall be considered "at will" and shall be limited to the duration of any temporary or contract services requested by ABA;

That the duration of any such temporary or contract assignment, and any revision thereof, shall be within the sole discretion of ABA;

That I will not solicit or accept any work with clients referred to me by ABA, without the permission of ABA;

That I will not utilize, publish, or disclose any confidential information of ABA or its clients to which I am referred;

That I have read, understand, and agree to follow ABA's employment policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Emergency contact (optional) \_\_\_\_\_ Phone \_\_\_\_\_

ABA is an equal opportunity employer.