

# Robinson+Cole

## Application for Employment

Robinson & Cole LLP is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, disability or veteran status, or any other status protected by law.

**PERSONAL DATA**

Date Applied: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

*Note: if you are hired, you will be required to submit proof of legal right to work in the United States.*

Are you over 18 years of age?  Yes  No If no, are you over 16 years of age?  Yes  No

**POSITION AVAILABILITY**

Indicate the position for which you are applying \_\_\_\_\_

Type of employment desired: Regular  Full Time  Part Time  
 Temporary  Full Time  Part Time  
 Shift Desired  Day  Evening

Salary Desired \_\_\_\_\_ When could you start? \_\_\_\_\_

Have you worked for Robinson & Cole LLP in the past?\*  Yes  No

Have you ever applied for employment with Robinson & Cole LLP?\*  Yes  No

\*If yes, please specify date and location \_\_\_\_\_

**EMPLOYMENT HISTORY** (You may list volunteer positions as well as paid positions, if you wish).

EMPLOYER	ADDRESS	DATES OF EMPLOYMENT		POSITION/ SALARY	SUPERVISOR
		From:	To:		
1.					
Reason for leaving:					
2.					
Reason for leaving:					
3.					
Reason for leaving:					
4.					
Reason for leaving:					

Are you employed now?  Yes  No If yes, may we contact your present employer?  Yes  No

Do you have any commitments to another employer which might affect your employment with us?

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Are you subject to any restrictive covenants from prior employment such as agreements to protect confidential or proprietary information or agreements not to compete? If so, please explain.

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**EDUCATIONAL DATA**

TYPE OF SCHOOL	NAME & ADDRESS	MAJOR COURSE OF STUDY	GRADUATED Yes or No	DEGREE
High School				
College				
College				
Graduate School				
Trade/Business School				
Other				

**SKILLS**

Please check if you have experience with the following:

- MS Word
- Windows XP
- Excel
- PowerPoint
- Dictaphone

**REFERENCES**

Provide the following information regarding 3 supervisors with whom you have worked for longer than 1 year.

Name	Company & Phone Number	Relationship	Years Acquainted

**AGREEMENT (Please read the following statements carefully)**

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize Robinson & Cole LLP or its agent to investigate and/or verify all information in this application, including contacting all persons, schools, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on the accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them and Robinson & Cole LLP and its agents from all liability which may flow from the release of such information.

**I understand that if I am hired my employment will be on an at-will basis, for no definite term. As such, I understand that I will have the right to terminate my employment at any time, and that Robinson & Cole LLP will similarly have the right to terminate my employment, at any time, with or without cause.** This status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of Robinson & Cole LLP. I further acknowledge that I am expected to abide by all Firm rules, regulations and policies, written and unwritten, but that such rules, regulations and policies do not create a contract between me and the Firm or otherwise restrict the right of either party to terminate the employment relationship.

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Date

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Signature

*Note: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*