

KEGAN & KEGAN, LTD.

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Application for Employment—For Professional and Support Staff

Name

Address

Daytime Phone

Best time to call

You need not repeat information below if your submitted resume has the same information.

Law School

Expected Graduation Date

Current/ Former Employers

Name

Address

Phone

Duties

Dates of Employment

Reason for leaving

Name

Address

Phone

Duties

Dates of Employment

Reason for leaving

High School Attended

State .

Date Graduated

Grade Average .

College Attended

State .

Dates

Grade Average .

Major

Degree

No Change Since Prior (enclosed) Application of

20

Application continued on next page/overside)

KEGAN & KEGAN LTD, BALANCED COUNSEL® • APPLICATION FOR EMPLOYMENT

Touch Typing speed wpm Years Macintosh Experience Smoke? No Yes

Bookkeeping experience

Computer Experience

MS Word MS Excel HTML Helix TimeSlips Quicken Other

Professional Association Memberships

Names of anyone you know who has ever worked for this firm

As a small firm, we balance availability with other job criteria. How many days were you unable to work (paid, school, otherwise) during the past 12 months due to illness or other personal reasons?

Hours available to work?

Any commitments that may prevent you from meeting work schedules?

Date available for work

Ending

Asking salary

Small firms have some similarity to families. Please briefly describe the family with which you grew up.

Anything else we should know about you?

The above information is true and complete.

(signed)

Date

[Firm Use: REF MBTI WPT ERI K A B C Y Z]