

Wenzel Bennett & Harris, P.C.  
109 N. Second Ave, Suite 200  
Alpena, Michigan 49707  
989-356-6128

## EMPLOYMENT APPLICATION

Please complete the entire application and email to [bennettk@northernlaw.com](mailto:bennettk@northernlaw.com) together with your cover letter and resume. Thank you.

It is the policy of Wenzel Bennett & Harris, P.C. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

### 1. Applicant Information

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

2. Position Applied For: \_\_\_\_\_

3. Salary Desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Current or last salary \$ \_\_\_\_\_ per \_\_\_\_\_

4. How did you learn of the position? \_\_\_\_\_

5. Do you have any friends or relatives who work here? If yes, please list here:

\_\_\_\_\_

6. Have you applied to our company previously? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_

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7. **If you are offered employment, when would you be available to begin work?**

\_\_\_\_\_

8. **Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation?** \_\_\_\_\_ Yes \_\_\_\_\_ No

What reasonable accommodation, if any, would you request? \_\_\_\_\_

\_\_\_\_\_

9. **Have you ever been convicted of a felony or misdemeanor?**

\_\_\_\_\_ Yes, I was convicted of \_\_\_\_\_ on \_\_\_\_\_  
(date) in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

10. **Applicant's Familiarity with Software Programs:**

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

[ ] Typing/Word Processing \_\_\_\_\_ 1 2 3 4 5

[ ] Microsoft Office Suite (Word, Excel, etc.) \_\_\_\_\_ 1 2 3 4 5

What version? \_\_\_\_\_

[ ] Wealth Counsel \_\_\_\_\_ 1 2 3 4 5

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Lexis/Nexis or other Legal Research Software\_\_\_\_\_ 1 2 3 4 5

Document Production Software: (specify type)\_\_\_\_\_ 1 2 3 4 5

Time-Keeping/ Case Management (specify type)\_\_\_\_\_ 1 2 3 4 5

Other Software or Systems (describe)\_\_\_\_\_

**Legal Background /Experience: (Please describe your background, experience and interest in the following areas. It is not expected that an applicant will necessarily have an interest or background in all areas)**

1. Drafting Wills, Trusts, Estate Planning Documents:
2. Probate Practice:
3. Trust and Estate Administration:
4. Elder Law (Medicaid Planning, Guardianship, Conservatorship):
5. General Real Estate documents/transactions - Drafting Deeds, Purchase Agreements, Mortgages, Commercial and Residential Real Estate negotiations, transactions and closing:
6. Contested Real Estate Matters - Fence and boundary disputes; quiet title actions, foreclosures:
7. Drafting Pleadings, Discovery Requests, Briefs, Memoranda and other documents related to Litigation:
8. Court Appearances (Motion Practice and Trial Experience):
9. Conducting Client Meetings:
10. Conducting Depositions:

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11. Preparing Business Documents including Contracts, Agreements, Corporate Records,  
LLC Documents:

12. Client Development, Marketing:

13. Other Skills/Experience not listed above:

### **11. Applicant Employment History**

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. Please attach additional pages, if needed.

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

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

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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

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

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Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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

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

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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**12. Applicant's Education and Training**

High School/GED Name and Address:

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Years Attended: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Undergraduate College/University Name and Address:

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Years attended: \_\_\_\_\_

Degree attained: \_\_\_\_\_

Date of graduation: \_\_\_\_\_

Law School Name and Address:

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Years Attended: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Other Degrees/ Certificates - Name and Address of School:

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Degree or Certificate: \_\_\_\_\_

Date Attained: \_\_\_\_\_

Date of Admission to State Bar of Michigan: \_\_\_\_\_

Are You Admitted to Practice in Federal Court? Yes \_\_\_ No \_\_\_

Date of Admission: \_\_\_\_\_

Place of Admission: \_\_\_\_\_

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Please indicate any current professional licenses or certifications that you hold:

\_\_\_\_\_

Awards, Honors, Special Achievements:

\_\_\_\_\_

Military Service:

\_\_\_\_\_ Yes \_\_\_\_\_ No

Branch: \_\_\_\_\_

Specialized Training: \_\_\_\_\_

### 13. References

List any two non-relatives who would be willing to provide a reference for you.

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

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

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**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Wenzel Bennett & Harris, P.C. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE