

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 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. **Job Position Applied For:** Legal Assistant/Paralegal Bookkeeper/ Administrative Assistant

3. **Salary Desired:** \$ _____ per _____

Current or last salary \$ _____ per _____

4. **How did you learn of the position?** _____

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

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5. **Have you applied to our company previously?** _____ Yes _____ No

If yes, when? _____

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

7. **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?

8. **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.

9. Applicant's Skills

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

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Microsoft Office Suite (Word, Excel, etc.) _____ 1 2 3 4 5
What version? _____

Accounting/Bookkeeping _____ 1 2 3 4 5

Answering telephones _____ 1 2 3 4 5

Filing _____ 1 2 3 4 5

Customer service _____ 1 2 3 4 5

Document Production _____ 1 2 3 4 5

Prior Law Office Experience. Provide Information

Other Skills not listed above:

10. 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. If additional space is needed, continue on the back page of this application.

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): _____

Employer Name: _____

Supervisor Name: _____

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Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

11. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? _____ Yes _____ No If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

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

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

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Branch: _____

Specialized Training: _____

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

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