

Sands Anderson PC is not just an accomplished firm — we're also a true team of legal experts who appreciate the experiences and opportunities that result from being part of a close-knit community.

Sands Anderson is an Equal Opportunity Employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, disability, genetics, or any other legally protected status. In addition to federal law requirements, Sands Anderson PC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Sands Anderson complies with the law regarding reasonable accommodation for disabled employees. Any applicant requiring accommodations during the application and/or interview process should contact the Director of Human Resources.

This application will be considered for job opportunities for the next six months.

Personal

Last Name			First	Middle	Date
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address			Home Telephone		
<input type="text"/>			<input type="text"/>		
City, State, Zip			Cell Phone		
<input type="text"/>			<input type="text"/>		
Have you applied for employment with us previously?			Last 4 digits of Social Security #		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Month and Year	<input type="text"/>		
Position Desired			Salary Desired		
<input type="text"/>			<input type="text"/>		
Licensure					
State:	<input type="text"/>	Date Admitted:	<input type="text"/>	Bar #:	<input type="text"/>
Apart from absence for religious observance, are you available for full-time work?			Will you work overtime if asked?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, what hours can you work?	<input type="text"/>		
Are you legally eligible for employment in the United States?			<input type="checkbox"/> Yes		
<input type="checkbox"/> Yes			<input type="checkbox"/> No		
Do you have a current driver's license?			When are you available to work?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Which state?	<input type="text"/>		
Other special training or skills (languages, computer, etc.)					
<input type="text"/>					

Education

School	Name and Location of School	Course of Study	# of Years Completed	Did You Graduate?	Degree/Diploma
Graduate					
College					
Business, Trade, Technical, Etc.					
High School					

Employment

Please provide an accurate, complete full-time and part-time employment record for the last ten years. Start with your present or most recent employer.

1 Company Name

Address

Name of Supervisor

Position Title and Brief Job Description

Telephone

Employment Dates (Month and Year)

From To

Annual Salary or Hourly Rate

Start Last

Reason for Leaving

2 Company Name

Address

Name of Supervisor

Position Title and Brief Job Description

Telephone

Employment Dates (Month and Year)

From To

Annual Salary or Hourly Rate

Start Last

Reason for Leaving

Employment *(Continued)*

3 Company Name

Address

Name of Supervisor

Position Title and Brief Job Description

Telephone

Employment Dates (Month and Year)

From To

Annual Salary or Hourly Rate

Start Last

Reason for Leaving

4 Company Name

Address

Name of Supervisor

Position Title and Brief Job Description

Telephone

Employment Dates (Month and Year)

From To

Annual Salary or Hourly Rate

Start Last

Reason for Leaving

We may contact the employers listed above during the reference check process. Please indicate those you do not wish us to contact.

DO NOT CONTACT

Employer(s)

Employee Number(s)

Reason

References

Please provide 3 professional references that know your work experience.

1 First Name	Last Name
<input type="text"/>	<input type="text"/>
Street Address	Telephone Number
<input type="text"/>	<input type="text"/>
City, State, Zip	Relationship
<input type="text"/>	<input type="text"/>
2 First Name	Last Name
<input type="text"/>	<input type="text"/>
Street Address	Telephone Number
<input type="text"/>	<input type="text"/>
City, State, Zip	Relationship
<input type="text"/>	<input type="text"/>
3 First Name	Last Name
<input type="text"/>	<input type="text"/>
Street Address	Telephone Number
<input type="text"/>	<input type="text"/>
City, State, Zip	Relationship
<input type="text"/>	<input type="text"/>

Membership in Professional Associations

<input type="text"/>

Miscellaneous *(Continued)*

Relevant Training History

State names of relatives and friends working for us, other than your spouse.

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?

Yes No

If yes, describe in full

Signature

I certify that I have given true, accurate and complete information on this application to the best of my knowledge. I understand that such information will be relied upon in considering my application for employment and that any deliberate falsification, misstatement or omission will be grounds for and can result in the termination of my employment. I authorize all law enforcement, motor vehicle, credit, educational institutions, government organizations, employers, friends, neighbors and business acquaintances to furnish Sands Anderson or a third party acting on its behalf a complete history of my record including (but not limited to) my educational and professional credentials, driving record, criminal background, character, habits and ability and hereby release each and Sands Anderson from liability damages to me by reason of compliance with this request.

I understand and agree that any employment resulting from this application is "at will" and continual solely at the option of Sands Anderson and that such employment may be changed or terminated by Sands Anderson at any time in its sole discretion with or without notice and with or without cause.

Signature

Date

Applicant Authorization & Release

We truly welcome your application with Sands Anderson. We're proud that our success is the result of the quality and caliber of our employees. You are applying for a position whose acceptance will place you in a category of recognized professionals. We require, as a condition of employment or your continued employment, a thorough background check and verification of information submitted on your application and/or resume.

This release and authorization acknowledges that Sands Anderson may now, or at any time during my employment, administer a personality profile, conduct a verification of my education, work, employment, and credit history, conduct a review of motor vehicle, worker's compensation, and civil and criminal court records and/or require that I submit to drug testing. The results of the verification process can be used to determine employment eligibility under Sands Anderson's employment policies. All results are strictly confidential and will not be released to any other parties. I may obtain a copy upon submission of my written request.

By signing this form, I, the undersigned, do hereby authorize the release of this information, both orally and in writing, to Sands Anderson or any agency Sands Anderson utilizes to collect the material from including any organization, agency, governmental department, whether local, state or federal or former employers, institutions, schools, hospitals, or medical facilities.

I have read and understand this release and consent, am over the age of 18, and authorize the background verification. I release all of the persons and agencies providing such information from any and all claims or damages connected to the release of the requested information. By written request, I may obtain a copy of all documents produced as a result of the release. I agree that a copy of this document is as binding as the original.

I certify that I have given true, accurate and complete information on this application to the best of my knowledge.

Name (Printed)	Social Security Number
<input type="text"/>	<input type="text"/>
Address	Driver's License Number
<input type="text"/>	<input type="text"/>
Phone Number	Date of Birth
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

If you have any questions or concerns, please contact Janet Broadway.
HR@SandsAnderson.com (804) 783-7222

Submit your completed application to: