

Batterson, LLP
Application for Employment

Batterson, LLP is an Equal Opportunity Education Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualification, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Please type or print. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position applying for: <i>Posicion que solicita:</i>	Name: (Last, First, Middle): <i>Nombre: apellido, primero</i>	Other names under which you have attended school or been employed: <i>Otro nombre utilizada en empleo o escuela:</i>				
Street address: <i>Domicilio</i>		City, State & Zip: <i>Cuidad, Zona</i>				
Home Phone: <i>Numero de telefono personal:</i>		Work Phone: <i>Numero de trabajo</i>		Other Phone: <i>Otro numero que utiliza</i>		
Are you eligible to work in the United States?	Yes / No	Permiso de trabajar en este Pais?				
Are you 18 years of age or older? <i>Mayor de 18?</i>	Yes / No	If No, what is your current age? <i>si no, su edad?</i>				
Are you currently employed? <i>Estas actualmente empleado en este momento?</i>	Yes / No	If YES, What is your current job title & Department? <i>Posicion si esta trabajando en otra empresa?</i>				
Have you ever been employed by Batterson LLP? <i>Has trabajado por la empresa Batterson LLP?</i>	Yes / No	If YES, dates of employment & reason for leaving: <i>Fechas, si has trabajado y razon por su salida.</i>				
Are you related to any current (company employee)? <i>Tienes algun pariente que trabaja con la empresa?</i>	Yes / No	If YES, their name & their relationship to you? <i>Si tiene pariente empleado con la empresa su nombre y relacion:</i>				
If required for position, do you have a valid driver's license? <i>Si es necesario, tienes licencia de conducir valida?</i>	Yes / No	If YES, State of issuance, license#, and expiration date: <i>Numero y Estado, dia en que se vence:</i>				
How did you learn about this employment opportunity? <i>Como supo de esta empresa?</i> Check all that apply:					Ad in newspaper,	
Job Bulletin(posting) / Walk-in Website Dept. of Labor Referral by employee Other:					Ad in magazine	
EDUCATION						
Name of school <i>Nombre de escuela</i>	City/State <i>Cuidad / Estado</i>	Did you graduate? <i>Graduacion?</i>	If No, # of years left to graduate	If Yes, date of graduation <i>si? fecha.</i>	Degree received	Major
High School:		Yes / No				
GED:		Yes / No				
Other School		Yes / No				
College:		Yes / No				
College:		Yes / No				
College:		Yes / No				
Other credentials/Licenses/ Professional affiliation, etc., which are relevant to the job(s) for which you are applying. <i>Otros credenciales o licencias profesionales que se puede utilizar en esta posicion?</i>						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, Intermediate, expert):

WORK EXPERIENCE /EXPERIENCIA – Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. PLEASE DO NOT complete this information with the notation “see resume.”

PLEASE NOTE: Batterson, LLP reserves the right to contact all current and former employers for reference information.

POR FAVOR NOTE: Batterson, LLP reserve el derecho a ser contacto con actuales y anteriores empleador

Dates employed most recent position: <i>Fechas de su empleo mas reciente:</i>	full time/ <i>tiempo completo</i> part time / <i>tiempo parcial</i> If part time # of hours worked	Title: <i>Titulo:</i>
Starting Salary: <i>Sueldo Inicial:</i>	Organizaiton Name and Address: <i>Nobre del Organizacion y la direccion:</i>	
Final Salary: <i>Sueldo Final:</i>		
Supervisors name, title and phone: <i>Nobre de supervisor, titulo, y numero telefonico:</i>	Other reference name, title and phone: <i>Referencias adicional:</i>	Contact my current references: At any time only if I am a finalist candidate:
Primary duties: <i>Funciones principales:</i>		Reason for leaving? <i>Razon por su salida?</i>
Dates employed most recent position: <i>Fechas de su empleo mas reciente:</i>	full time/ <i>tiempo completo</i> part time / <i>tiempo parcial</i> If part time # of hours worked	Title: <i>Titulo:</i>
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Primary duties: <i>Funciones principales:</i>		Reason for leaving? <i>Razon por su salida?</i>

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that the information on this application and its supporting documents are accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Batterson, LLP to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment, if requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Batterson, LLP serve at will, and the employment relationship may be terminated at any time by other party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations, I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature _____ Date _____