EMPLOYMENT APPLICATION

GARRETT HEMANN ROBERTSON P.C.

IF MAILED, RETURN TO:

Garrett Hemann Robertson PC
Office Administrator
1011 Commercial Street N.E.
P.O. Box 749
Salem OR 97308
Phone: (503) 585-1501
FAX: (503) 581-5891
http:/www.ghrlawyers.com

_____
Last Name   First Name   Middle Name

_____
Social Security Number   Date

We do not discriminate on the basis of race, religion, national origin, color, sex, age, sexual orientation, disability, workers' compensation or veterans status or any other reason prohibited by law. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors.

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INSTRUCTIONS – Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. If you need more space, use the comment section at the end of this Application.

_____   _____   _____   _____
Current Address   City   State   Zip Code

_____   _____   _____
Telephone Number   Cell Phone Number   Email Address

_____   _____   _____   _____
Mailing Address, if different   City   State   Zip Code

_____   _____   _____   _____
Previous Address   City   State   Zip Code

How long have you lived at your current address? _____

How long have you lived at your previous address? _____

Employment Interest

For what position(s) are you applying? _____

How did you learn about this position? _____

- Are you seeking: ☐ Full time   ☐ Part time   ☐ Temporary or summer employment?

- Are you currently employed?   ☐ Yes   ☐ No

- May we contact your current employer?   ☐ Yes   ☐ No

- When are you available to start work? _____   Expected Salary? _____

- If you are hired, can you provide proof that you are authorized to work in the United States?   ☐ Yes   ☐ No

  (The Federal Immigration Reform and Control Act requires individuals to provide to an employer documented proof that they are authorized to work in the United States. The proof must be provided within three business days after the date of hire.)

- Are you 18 years of age or older?   ☐ Yes   ☐ No

Employment References

- Please list four references that we may contact (school or work related)

- ***By completing this section, you are authorizing Garrett Hemann Robertson PC to contact your references.***

Reference No. 1

Name: _____ Phone No.: _____

Address: _____ Occupation: _____

Reference No. 2

Name: _____ Phone No.: _____

Address: _____ Occupation: _____

Reference No. 3

Name: _____ Phone No.: _____

Address: _____ Occupation: _____

Reference No. 4

Name: _____ Phone No.: _____

Address: _____ Occupation: _____

Employment History   *Complete this section even if you are attaching a resume.*

List employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **PLEASE INCLUDE MONTH AND YEAR.**

Employment #1

Employer's Name: _____ Phone No.: _____

Address: _____ Job Title: _____

City: _____ State: _____ Zip Code: _____

Name of Last Supervisor: _____

Employed From: _____ to _____ Pay: Start $_____ Final $_____

Please list your job duties: _____

Reason for leaving (be specific): _____

May we contact this employer?   ☐ Yes   ☐ No

Employment #2

Employer's Name: _____ Phone No.: _____

Address: _____ Job Title: _____

Employment #2 - Continued

City: _____ State: _____ Zip Code: _____

Name of Last Supervisor: _____

Employed From: _____ to _____ Pay: Start $_____ Final $_____

Please list your job duties: _____

Reason for leaving (be specific): _____

May we contact this employer? ☐ Yes ☐ No

Employment #3

Employer's Name: _____ Phone No.: _____

Address: _____ Job Title: _____

City: _____ State: _____ Zip Code: _____

Name of Last Supervisor: _____

Employed From: _____ to _____ Pay: Start $_____ Final $_____

Please list your job duties: _____

Reason for leaving (be specific): _____

May we contact this employer? ☐ Yes ☐ No

Employment #4

Employer's Name: _____ Phone No.: _____

Address: _____ Job Title: _____

City: _____ State: _____ Zip Code: _____

Name of Last Supervisor: _____

Employed From: _____ to _____ Pay: Start $_____ Final $_____

Please list your job duties: _____

Reason for leaving (be specific): _____

May we contact this employer? ☐ Yes ☐ No

Educational Background   *Complete this section even if you are attaching a resume.*

Name of High School Last Attended: _____

City: _____ State: _____ Did you earn a diploma or GED?   Yes   No

Undergraduate or Graduate School (List Most Recent First)   Are you currently enrolled?   Yes   No

Name of College or University: _____

City: _____ State: _____ Enrollment Date: _____ to _____

Degree: _____ Major: _____ Minor: _____

Name of College or University: _____

City: _____ State: _____ Enrollment Date: _____ to _____

Degree: _____ Major: _____ Minor: _____

Name of College or University: _____

City: _____ State: _____ Enrollment Date: _____ to _____

Degree: _____ Major: _____ Minor: _____

General Information

- Have you ever been employed by Garrett Hemann Robertson PC? ☐ Yes ☐ No   When? _____

- If previously employed at Garrett Hemann Robertson, what name did you use? _____

- Do you have any relatives employed at Garrett Hemann Robertson PC? ☐ Yes ☐ No

    If so, please state their name, relationship and position: _____

- Have you ever been convicted of a crime?   ☐ Yes ☐ No

    If yes, give particulars: _____

- Have you or your family been represented by the Firm or adverse to a client of the Firm? ☐ Yes   ☐ No

    If yes, give particulars: _____

Professional Organizations/Memberships/Honors

Organization Name: _____ From: _____ to _____

Address: _____ City: _____ State: _____

Position/Duties/Honors: _____

Organization Name: _____ From: _____ to _____

Address: _____ City: _____ State: _____

Position/Duties/Honors: _____

Organization Name: _____ From: _____ to _____

Address: _____ City: _____ State: _____

Position/Duties/Honors: _____

Please Read, Initial Each Statement, and Sign Your Name

1.   If I am employed by Garrett Hemann Robertson PC, I will comply with all employment-related policies and requirements set forth by the Firm.   *Initial:* _____

2.   I understand that all the answers to questions in this application and all additional information I may have submitted are true and complete to the best of my knowledge. I understand that giving false information, misrepresentation or omission of information may be grounds for denial of employment or discharge if hired.   *Initial:* _____

3.   I certify that all the answers to questions in this application and all additional information I may have submitted are true and complete to the best of my knowledge. I understand that giving false information, misrepresentation or omission of information may be grounds for denial of employment or discharge if hired.   *Initial:* _____

4.   I understand that if hired, unless Garrett Hemann Robertson PC and I agree to the contrary, I will be an at-will employee and agree that the employment relationship can be terminated at any time, for any reason, with or without notice, with or without cause by me or by the Firm.   *Initial:* _____

5.   I hereby acknowledge that I have read and understand the above statements. I voluntarily give Garrett Hemann Robertson PC permission to confirm by personal inquiry, or otherwise, information provided in this application. I release Garrett Hemann Robertson PC from all liability or responsibility and all persons, companies, or corporations providing information to Garrett Hemann Robertson PC about me.

                                                                                                          Initial: _____

_____   _____
Applicant's Signature   Date