

MCCONNAUGHAY, DUFFY, COONROD, POPE & WEAVER, P.A.

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

**Human Resources Department
P.O. Drawer 229
Tallahassee, Florida 32302
(850) 222-8121 Phone
(850) 558-1605 Fax
www.mcconnaughay.com**

Offices Located In: Ft. Lauderdale, Gainesville, Jacksonville, Miami, Ocala, Panama City, Pensacola, Sarasota, Tallahassee, and Thomasville (GA)

APPLICATION INSTRUCTIONS: (Read carefully before completing your application.)

- All information you submit is subject to verification.
- You may attach a resume to the application, but the application must be completed in its entirety including salary information and reasons for leaving. "See resume" is not an appropriate response for any section of the application.
- Applications must be signed and dated.
- If additional positions become open in the future for which you would like to be considered, you must submit a new employment application to apply. In lieu of completing a new form, if an application has been submitted within the past 60 days, you may contact the Human Resources Department to apply for the new/additional positions.
- Print in ink or type all information.
- Please complete all items that apply to you.
- Applications may be mailed or faxed to:
Human Resources Department
P.O. Drawer 229
Tallahassee, Florida 32302
Fax: 850-558-1605
E-Mail: kstjohn@mcconnaughay.com
- Notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.

**MCCONNAUGHAY, DUFFY, COONROD, POPE AND WEAVER, P.A.
EMPLOYS ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO
CAN PROVIDE EVIDENCE OF THEIR IDENTITY AND EMPLOYMENT ELIGIBILITY
AS REQUIRED BY FEDERAL LAW.**

**MCCONNAUGHAY, DUFFY, COONROD, POPE AND WEAVER, P.A.
DOES NOT TOLERATE VIOLENCE IN THE WORKPLACE.**

AT-WILL EMPLOYER

EMPLOYMENT APPLICATION

LAST NAME: _____ FIRST NAME: _____ MI: _____

ADDRESS: _____
Street City State Zip Code

HOME PHONE:() BUSINESS PHONE:() OTHER:()

E-MAIL ADDRESS: _____ SOCIAL SECURITY NUMBER: _____

DATE AVAILABLE FOR WORK: _____ MINIMUM SALARY ACCEPTABLE: _____

I am applying for the following branch office(s):
 Ft. Lauderdale Gainesville Jacksonville Miami Ocala
 Panama City Pensacola Sarasota Tallahassee Thomasville

I am interested in: Full-Time Part-Time

Position Applied For: _____ How did you hear about this position? _____

POSSIBLE CONFLICT INFORMATION

ARE YOU AWARE OF ANY CASES WHICH YOU PERSONALLY WORKED ON OR THAT OTHER ATTORNEYS AT YOUR FORMER FIRM WORKED ON THAT WERE ALSO HANDLED BY ATTORNEYS AT McCONNAUGHAY, DUFFY, COONROD, POPE & WEAVER, P.A.? YES NO

ARE YOU OR ANY OF YOUR RELATIVES EMPLOYED WITH A LAW FIRM WHICH MAY REPRESENT A CLIENT IN A CLAIM OR CASE WHICH IS ALSO BEING HANDLED BY ATTORNEYS AT McCONNAUGHAY, DUFFY, COONROD, POPE & WEAVER, P.A.? YES NO

IF YOU ANSWERED YES TO EITHER OF THE ABOVE QUESTIONS, PLEASE PROVIDE RELEVANT INFORMATION (I.E., LAW FIRM NAME, CASE NAME, DATE, ATTORNEY NAME, ETC.) SO THAT POSSIBLE CONFLICTS OF INTEREST CAN BE ADDRESSED AND RESOLVED: _____

BACKGROUND INFORMATION: (Verification of the following information will be carried out through a law enforcement/background screening check.)

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

If "YES", what charges? _____

Where Convicted (State/County): _____ Date of Conviction: _____

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME? YES NO

If "YES", what charges? _____

Where Convicted (State/County): _____ Date of Conviction: _____

HAVE YOU EVER HAD ADJUDICATION OF GUILT WITHHELD FOR A CRIME? YES NO

If "YES", what charges? _____

Where Convicted (State/County): _____ Date of Conviction: _____

Note: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

CITIZENSHIP

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S. YES NO

McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A. hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

EDUCATION

HIGH SCHOOL	
NAME/LOCATION:	RECEIVED: <input type="checkbox"/> Diploma <input type="checkbox"/> None <input type="checkbox"/> Other: _____

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL							
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YEAR)		CREDIT HOURS EARNED		MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		

LICENSURE, CERTIFICATION, REGISTRATION	NUMBER	DATE RECEIVED	EXPIRATION DATE	STATE LICENSING AGENCY

EMPLOYMENT RECORD: Begin with your present or most recent job and describe the specific duties and responsibilities. All periods of employment must be listed including, self-employment, internships, military service, and volunteer services. If needed, attach additional sheets, using the same format as on the application. Provide an explanation of any gaps in employment. *All information in this section must be completed.*

1. NAME OF PRESENT OR PAST EMPLOYER: _____

ADDRESS: _____ PHONE: () _____

JOB TITLE: _____ SUPERVISOR'S NAME: _____

FROM: / / TO / / HOURS PER WEEK: _____ SALARY: _____ Hourly Annually

DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

2. NAME OF PRESENT OR PAST EMPLOYER: _____

ADDRESS: _____ PHONE: () _____

JOB TITLE: _____ SUPERVISOR'S NAME: _____

FROM: / / TO / / HOURS PER WEEK: _____ SALARY: _____ Hourly Annually

DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

EMPLOYMENT (Continued):

3. NAME OF PRESENT OR PAST EMPLOYER: _____

ADDRESS: _____ PHONE: () _____

JOB TITLE: _____ SUPERVISOR'S NAME: _____

FROM: / / TO / / HOURS PER WEEK: SALARY: Hourly Annually

DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

4. NAME OF PRESENT OR PAST EMPLOYER: _____

ADDRESS: _____ PHONE: () _____

JOB TITLE: _____ SUPERVISOR'S NAME: _____

FROM: / / TO / / HOURS PER WEEK: SALARY: Hourly Annually

DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

KNOWLEDGE/SKILLS/ABILITIES (KSAs)

List KSAs you possess which are relevant to the application.

EMPLOYMENT AT WILL

All employees of McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A. are employed at will and as such are free to resign at any time without reason. McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A., likewise, retains the right to terminate an employee's employment at any time with or without reason or notice subject to Federal and State statutory limitations taking precedence over same.

APPLICANT CERTIFICATION

I hereby certify that all statements made on this application are true. I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date.

I understand that McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A. will conduct a background/screening check in accordance with Firm policy to verify any information I have provided in connection with my employment or to determine my suitability for employment. I understand that a falsification on this application regarding a criminal record will be grounds for rejection or termination if employed.

I expressly authorize, without reservation, McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A., its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand and authorize McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A. to review any and all information that is available regarding me on the worldwide web or within other electronic means and use such information to make a hiring decision. I further authorize the Firm to conduct an electronic screen of my background including queries on Internet search sites, such as Google, and social network sites, such as Facebook.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A. is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Firm's president.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE EMPLOYMENT AT WILL AND APPLICATION CERTIFICATION.

I **CERTIFY** that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete, and made in good faith**. I further **CERTIFY** that I have read, fully understand and accept all terms of the foregoing Employment At Will and Applicant Certification.

SIGNATURE: _____ **DATE:** _____

01/01/2011