

## APPLICATION FOR EMPLOYMENT

Completed applications may be submitted by email, fax or U.S. Mail:

[HR@mcconnaughhay.com](mailto:HR@mcconnaughhay.com)

Fax: 850-895-3066

HR Department

1709 Hermitage Blvd., Suite 200

Tallahassee, FL 32308

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- All information submitted is subject to verification.
  - Applications must be signed and dated.
  - Print in ink or type all information.
  - 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.
  - If additional positions become open within 60 days of submitting your application and you would like to be considered, you may email or phone the HR Department with the new position title and location. If your application is over 60 days old, a new form will need to be submitted.
  - Notify the HR Department in advance if you require special disability accommodations to participate in the employment process.
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McConnaughay, Coonrod 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, Coonrod does not tolerate violence in the workplace.

At-Will Employer

Equal Opportunity Employer

# EMPLOYMENT APPLICATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ MINIMUM SALARY ACCEPTABLE: \_\_\_\_\_

I am applying for the following office locations:

Ft. Lauderdale  Gainesville  Jacksonville  Ocala  Panama City  Pensacola  Sarasota  Tallahassee  Tampa

POSITION APPLIED FOR: \_\_\_\_\_ HOW DID YOU HEAR ABOUT POSITION? \_\_\_\_\_

## POSSIBLE CONFLICT INFORMATION

Are you aware of any cases which you personally worked on or that other attorneys at your former employer worked on that were also handled by attorneys at McConnaughay, Coonrod?  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, Coonrod?  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

- What charges? \_\_\_\_\_
- Conviction Date: \_\_\_\_\_ State/County of Conviction: \_\_\_\_\_

Have you ever pled nolo contendere or pled guilty to a crime?  Yes  No

- What charges? \_\_\_\_\_
- Conviction Date: \_\_\_\_\_ State/County of Conviction: \_\_\_\_\_

Have you ever had adjudication of guilt withheld for a crime?  Yes  No

- What charges? \_\_\_\_\_
- Conviction Date: \_\_\_\_\_ State/County 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 United States?  Yes  No

McConnaughay, Coonrod 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.

## HIGH SCHOOL EDUCATION

Received:  Diploma  GED  None  Other: \_\_\_\_\_

High School Name and Location: \_\_\_\_\_

**COLLEGE, UNIVERSITY, PROFESSIONAL EDUCATION**

Name of School: _____	Dates Attended: _____
Major: _____	Type of Degree Earned: _____
Name of School: _____	Dates Attended: _____
Major: _____	Type of Degree Earned: _____
Name of School: _____	Dates Attended: _____
Major: _____	Type of Degree Earned: _____

**LICENSURE, CERTIFICATION, REGISTRATION**

Type: _____	Number: _____	Date Received: _____
Type: _____	Number: _____	Date Received: _____

**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. **Employer Name:** \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Employer Name:** \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EMPLOYMENT (Continued)**

3. Employer Name: \_\_\_\_\_  
City/State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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4. Employer Name: \_\_\_\_\_  
City/State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**KNOWLEDGE/SKILLS/ABILITIES (KSAs)**

List KSAs you possess which are relevant to the application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT AT WILL**

All employees of McConnaughay, Coonrod, Pope, Weaver & Stern, P.A. are employed at will and as such are free to resign at any time without reason. McConnaughay, Coonrod, Pope, Weaver & Stern, 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 on this application and any attached documentation are true. I am aware that any omission, falsifications, misstatements, or misrepresentations may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date.

I understand that a background/screening check will be conducted in accordance with Firm policy to verify any information I have provided in connection with my employment or to determine by suitability for employment. I understand that a falsification on this application or any attached documentation regarding a criminal record will be grounds for rejection or termination if employed.

I expressly authorize, without reservation, McConnaughay, Coonrod, Pope, Weaver & Stern, 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, attached documentation or job interview. I hereby waive any and all rights and claims I may have regarding McConnaughay, Coonrod, Pope, Weaver & Stern, 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, Coonrod, Pope, Weaver & Stern, 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, Coonrod, Pope, Weaver & Stern, 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.

**PLEASE ENSURE YOU HAVE READ THE ABOVE EMPLOYMENT AT WILL AND APPLICANT CERTIFICATION SECTIONS PRIOR TO SIGNING.**

**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 sections.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_