



HUGHES & HUGHES

Hughes and Hughes, LLP

Employment Application

660 W. First Street, Tustin, CA, 92780

(714) 538-5200

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Each inquiry must be answered in full. Incomplete applications will not be considered.

CONTACT INFORMATION

Your Name

Current Address

How long have you lived at the address?

City:

State:

Zip:

Mailing Address if different from Current Address:

Home Phone:

Business Phone:

Cell:

Fax:

e-mail:

Previous Address if at Current Address for less than 7 years:

City:

State:

Zip:

EMPLOYMENT INTERESTS

Type of Employment Desired:

Full-time Part-time

Date Available to Start Work:

Referred by:

Position applying for: (check all that apply)

Attorney

Paralegal

Admin

Accounting

AVAILABILITY

Part Time Employees Only: Please list the times you are available to work. Every employee of Hughes & Hughes, LLP is required to offer a minimum of three shifts for work each week. Check with your manager for in-times.

Mon

Tues

Wed

Thurs

Fri

Sat

Sun

am

pm

am

pm

am

pm

am

pm

am

pm

am

pm

am

pm

BACKGROUND

1. Are you able to arrive to work on time (as scheduled)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you have any objection to working overtime if needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever applied to or worked for Hughes & Hughes, LLP before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you 18 years of age or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If hired, would you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Only respond to the rest of this section if the position you are applying for requires you to drive during work hours:</i>		
Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide state: <input type="text"/>		
Class (check one) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> G		
6. Do you have any relatives employed with Hughes & Hughes, LLP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide names below:		
Name: <input type="text"/>	Relation: <input type="text"/>	Location: <input type="text"/>
7. Have you ever been terminated or asked to resign from any job? If yes, explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. If hired, can you provide proof that you are legally authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, what steps must be taken for you to obtain authorization? <input type="text"/>		

REFERENCES (do not include relatives or employers)

	Name	Telephone Number	Years Known
1.			
2.			
3.			

EDUCATION

High School Name	Location (City/State)
Diploma: <input type="checkbox"/> Other (specify): <input type="checkbox"/>	Highest Grade Completed: (1-12)
College Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, give total credit received:
Your name if different while attending school:	
Give name & address of school, major course of study, and degree received:	
Undergraduate College/University	Degree
Graduate School	Degree
Job-Related Training and Course Work	
List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing speed and computer software proficiency).	

WORK EXPERIENCE**Most Recent Employer**

Address

Phone Number

City, State, Zip

Job Title

Supervisor's Name

Number Supervised

Starting Salary

Ending Salary

Hours/Week

From:

Month

Day

Year

To:

Month

Day

Year

May we contact your current employer? Yes No

Job Duties (give details)

Reason for Leaving

Next Most Recent Employer

Address

Phone Number

City, State, Zip

Job Title

Supervisor's Name

Number Supervised

Starting Salary

Ending Salary

Hours/Week

From:

Month

Day

Year

To:

Month

Day

Year

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Starting Salary

Ending Salary

Hours/Week

From:

Month

Day

Year

To:

Month

Day

Year

Job Duties (give details)

Reason for Leaving

CRIMINAL HISTORY

Only answer questions as instructed for the state in which you are applying to work. All applicants: *Do not* include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program. *Prior to conducting a background investigation, the Hughes & Hughes, LLP will provide you with a release that complies with the Fair Credit Reporting and applicable state law.*

I.

California applicants: *Do not* include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

Indiana applicants: *Only* include convictions for class A misdemeanors that occurred less than one year prior to the date of this application.

Massachusetts applicants: *Do not* include first convictions for misdemeanors of: public drunkenness, simple assault, speeding, minor traffic infractions, affrays, disturbances of the peace, or misdemeanor convictions where the conviction date or incarceration end date occurred more than 5 years prior to the date of this application.

Minnesota applicants: *Only* include misdemeanor convictions within the last 15 years.

Nevada applicants: *Only* include misdemeanors that resulted in imprisonment.

Have you ever plead no contest, nolo contendere, or guilty to a misdemeanor crime, or have been convicted of a misdemeanor crime? Yes No

II.

Hawaii applicants: *Do not* respond to the following inquiry.

Alaska, District of Columbia and Washington applicants: *Only* include felony convictions within the last 10 years.

Indiana applicants: *Only* include felony convictions that occurred less than one year prior to the date of this application.

Minnesota applicants: *Only* include felony convictions within the last 15 years.

Have you ever plead no contest, nolo contendere, or guilty to a felony crime, or been convicted of a felony crime?
Yes No

NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment. Hughes & Hughes, LLP will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.

If you answered yes to either of the two preceding questions, please give dates and details for each incident:

APPLICANT'S STATEMENT

I understand that Hughes and Hughes, LLP is committed to providing equal opportunity in all employment practices, including, but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, gender, marital status, sexual orientation, handicap or disability, citizenship status, service member status, or any other category protected by federal, state, or local law.

I authorize Hughes & Hughes, LLP to inquire with any current or former employers, professional, work, educational and personal references listed in the application, or any other individuals I may name concerning my work experience, and any pertinent information related to my candidacy for the position desired.

I understand that Hughes & Hughes, LLP requires, to the extent permitted by law, drug and alcohol screening tests of an applicant or an employee either prior to beginning employment or anytime during employment.

I understand that this employment application and any other Hughes and Hughes, LLP documents provided during the application process are not promises of employment.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Hughes & Hughes, LLP's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I understand that if I am employed, that I will be in a probationary period for the first 90 days of employment.

I understand that if hired with Hughes and Hughes my employment will be at-will, which means either Hughes and Hughes or I may terminate the employment relationship at any time for any reason with or without cause and with or without notice. This at-will agreement supersedes any and all prior oral agreements regarding my hire and length of employment.

No supervisor or representative of Hughes and Hughes, other than the Owners, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the at-will nature of employment at Hughes and Hughes.

I understand this application will be considered active for a maximum of thirty (30) days. If I wish to be considered for employment after that time, I understand that I must reapply. I further understand that separate applications are required for each position for which I wish to be considered.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Signature

Date