

**BRIAN GOLTER & ASSOCIATES, *Leading Your Future***

It is our policy to recruit qualified persons without regard to race, sex, religion, national origin, age or disability.

Pos. Cod.:	Alt.Pos.Cod:
S. #:	A.#:

Date: \_\_\_\_\_

Last Name:  First Name:  Middle Initial:

Address:  City:

Cell #:  Home #:  Work #:

Email:  Referred by:

Best Time To Interview:  Desired Location:

Citizen of:  Transportation:  Available to Start:

CURRENT YEARLY SALARY \_\_\_\_\_ EMERGENCY CONTACT:

DESIRED YEARLY SALARY \_\_\_\_\_ EMERGENCY CONTACT PHONE #: \_\_\_\_\_

**SKILLS:** (For software please indicate 'A' for Advanced, 'I' for Intermediate and 'B' for Beginning).

Ms Word _____	WordPerfect _____	TYPES OF LAW: (Please indicate number of years)	
Excel _____	Typing Speed _____ WPM	Corporate: _____	M&A: _____
PowerPoint _____	WestLaw _____	Litigation: _____	Trademark: _____
Outlook _____	ShortHand _____ WPM	I.P. Lit.: _____	Patent: _____
Summation _____	Legal Solutions _____	Civil Lit.: _____	Docketing: _____
TimeSlips _____	Dictaphone _____	P.I. Lit: _____	Foreign Filing: _____
Hot Docs _____	Other _____	Probate/Estate: _____	E-Filing: _____
Internet _____		Employment: _____	Other: _____
		Federal Court Filing _____	

**EDUCATION:** **Year Graduated:**

College:  State:  Major:

Graduate/Law School:  State:  Major:

Additional Training or Schooling (including High School, Notary, Certificates, etc.):

School Attended:  Type of Program/Certificate/Diploma:


**PLEASE INDICATE WHERE YOU HAVE ALREADY SUBMITTED YOUR RESUME OR INTERVIEWED:**

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

DATES	COMPANY, CITY, STATE	TITLE	SALARY	REASON FOR LEAVING

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**REFERENCES**

NAME	COMPANY	PHONE NUMBER	TITLE

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**FOR COMPANY USE ONLY**

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