



UPDATE LEGAL

Candidate Questionnaire

Name: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cellular Phone: _____ Pager: _____

Work Phone: _____ E-Mail: _____

1. How did you hear about Update Legal?

- Classified Ad: _____ Law Journal: _____
- Internet: _____ Paralegal School: _____
- Law School: _____ Candidate Referral: _____
- Client Referral: _____ Other: _____

2. Please indicate the types of employment in which are you interested.

- Paralegal Litigation Support Supervisory

3. Are you legally authorized to work in the United States? Yes No

4. What is your time frame for beginning a new position?

- Immediately 1-2 months 3-6 months Undecided

5. Are you willing to relocate? Yes No

6. Are you interested in working overtime? Yes No

7. What is your present compensation? _____

8. What is your salary expectation? _____

9. Are you currently registered with other legal placement companies? Yes No

If yes, which companies? _____

10. Are you considering any offers of employment? Yes No

Explain _____

11. Where has your resume been submitted in the past six months?

| Law Firm/Company | Date Sent | Position | Law Firm/Company | Date Sent | Position |
|------------------|-----------|----------|------------------|-----------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

12. Where have you interviewed in the past year?

| Law Firm/Company | Date | Position | Law Firm/Company | Date | Position |
|------------------|------|----------|------------------|------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

13. Are you fluent in any foreign languages? Yes No

- Language _____ Speak Read Write Translate Documents
- Language _____ Speak Read Write Translate Documents
- Language _____ Speak Read Write Translate Documents
- Language _____ Speak Read Write Translate Documents

14. Have you ever been convicted of a felony? Yes No

If yes, in which county? _____

Explain _____

15. In which computer programs are you proficient?

- Access Doculex Lotus 123 Paradox Unix
- Amipro EDGAR Lotus Notes PC Docs Westlaw
- BRS Excel MA 3000 PowerPoint
- Concordance JFS Notebook MS Word 8.0 Scanning
- Database Lexis MS Word Mac Summation
- Other: _____

16. In which practice areas do you have professional experience?

- | | | |
|--|---|--|
| <input type="checkbox"/> Antitrust | <input type="checkbox"/> Insurance | <input type="checkbox"/> Products Liability |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Landlord/Tenant | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Litigation | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Blue Sky | <input type="checkbox"/> Malpractice | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Medical | <input type="checkbox"/> Closings |
| <input type="checkbox"/> Corporate Closings | <input type="checkbox"/> Professional | <input type="checkbox"/> Leasing |
| <input type="checkbox"/> Corporate Housekeeping | <input type="checkbox"/> Matrimonial | <input type="checkbox"/> Securities |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Mergers & Acquisitions | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Employment/Labor | <input type="checkbox"/> Patent | <input type="checkbox"/> Trademark/Copyright |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Personal Injury | <input type="checkbox"/> Trusts & Estates |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Pharmaceutical | <input type="checkbox"/> UCC |
| <input type="checkbox"/> ERISA/Employee Benefits | | |

I certify that the information provided in this questionnaire is true and complete to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with this questionnaire or any related documents, including interview(s), may result in Update Legal not referring me to a third party for a permanent position, regardless of the time elapsed before discovery of the misrepresentation or false statement. I authorize Update Legal and its representatives to investigate and verify all information provided in this application, on my resume or during an interview.

Signature

Date

UPDATE LEGAL
**Employment References, Education Verification,
and Criminal Background Check Authorization**

I authorize Update Legal to conduct a background investigation, including but not limited to, a check and verification of my employment references and education records, a social security number check, and a criminal background check. The employment reference check may include inquiry into my employment records, including dates of employment, salary history, positions held, job responsibilities, work habits, job performance, character and reputation, reason for leaving, and eligibility for rehire. Education records may include dates of attendance, degree(s) obtained, and copies of my transcript(s). A criminal background check may be used to determine if I have been convicted of a felony or misdemeanor.

This information may be communicated to third parties interested in using my services on a temporary or permanent basis, without providing me with notice of such disclosure. Information acquired by Update Legal will be used solely for the purpose of placing me on a temporary employment assignment or for referring me to a third party for a permanent employment opportunity.

In addition to authorizing the release of the above information, I hereby fully waive and release Update Legal, Sterling Testing Systems, Inc., former employers, educational institutions, and any other third party, and their respective directors, officers, employees, representatives, and agents, both individually and collectively, from any and all rights, claims, demands, damages, and liabilities that may directly or indirectly arise from, or in any way relate to, the use, disclosure or release of any information obtained during the background investigation by any person or entity.

I am voluntarily releasing my date of birth to verify my identity for the purposes of a background investigation and understand that such information will be used for that purpose only.

I acknowledge that I have read and understand the information contained in this authorization and agree to the provisions contained herein.

Name – First, Middle, Last (Please Print)

Social Security Number

Date of Birth

Signature

Date

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References

Please provide information regarding three individuals who have supervised your work.

| | |
|-------------------------------|------------------|
| Reference #1 | |
| Name: _____ | Title: _____ |
| Law Firm/Corporation: _____ | |
| Nature of Relationship: _____ | Telephone: _____ |
| E-Mail: _____ | |

| | |
|-------------------------------|------------------|
| Reference #2 | |
| Name: _____ | Title: _____ |
| Law Firm/Corporation: _____ | |
| Nature of Relationship: _____ | Telephone: _____ |
| E-Mail: _____ | |

| | |
|-------------------------------|------------------|
| Reference #3 | |
| Name: _____ | Title: _____ |
| Firm/Corporation: _____ | |
| Nature of Relationship: _____ | Telephone: _____ |
| E-Mail: _____ | |

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Resume Information

One of our goals is to assist candidates with their professional careers by maximizing their opportunities to be referred to our clients for permanent employment opportunities. Our computer system allows us to scan resumes into a database that maintains information regarding our candidates. Once a resume has been scanned we have the ability to edit, print, and e-mail it to our clients who may be interested in reviewing an individual's professional experience and educational background.

We understand an individual's resume and job search are very personal matters. Therefore, a resume will never be edited or forwarded to a client without an individual's consent. Toward that end, we ask that you respond to the following statements to help us increase our chances of placing you on an assignment.

1. Update Legal may edit my resume to add new information or to make it more presentable.

- Always Never Only with prior approval in each instance

2. Update Legal may forward my resume to a client for a specific temporary employment assignment or if an opportunity may exist with a client for an individual with my specific background.

- Always Never Only with prior approval in each instance

Furthermore, it is important to note that Update Legal has an affirmative duty to edit an individual's resume if it contains information that directly identifies his or her membership in a protected classification. For example, the following types of information must be removed from a resume: married with two children; born in 1952; native language – Italian; Hispanic male. Information that indirectly identifies membership in a protected classification does not have to be removed – for example, member of Black Engineers Honor Society.