

HINMAN, HOWARD & KATTELL, LLP

- The following is an Application of Employment for all positions at the law firm of Hinman, Howard & Kattell, LLP.
- It is compliant with all New York State and Federal Labor Laws.
- Please complete all information regardless of whether it appears on your resume. “See Resume” should not appear on this application.
- If you are selected for an interview you will be asked to bring your completed Application of Employment with you at that time.
- You may otherwise fax, mail or email your application to the attention of Stacey Axtell, Chief Administrative Officer:
 - Fax: 607-723-6605
 - Email: saxtell@hkh.com

Hinman, Howard & Kattell, LLP
80 Exchange Street
Binghamton NY 13901

Application of Employment

ANSWER ALL QUESTIONS COMPLETELY. If employed, this becomes a permanent record. Hinman, Howard & Kattell, LLP, is an equal opportunity employer who guarantees, pursuant to all applicable Federal and State laws, every applicant for employment and every employee the right to equal consideration without regard to race, color, religion, national origin, sex, age, sexual orientation, marital status, veteran status or any other protected status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

PERSONAL INFORMATION

First Name	Middle Initial	Last Name
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Current Address:

Street	City	State	Zip Code
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Permanent Address (if different from above):

Street	City	State	Zip Code
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Telephone: _____ E-Mail: _____

Driver's License #: _____

State: _____

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

_____ YES

_____ NO

If applicable, please list your visa type, visa # and expiration: _____

Have you ever served in the U.S. Military? _____ YES _____ NO

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____

Special Honors: _____

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____
Name Title

May we contact your supervisor? _____ YES _____ NO

Reasons for leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____
Name Title

May we contact your supervisor? _____ YES _____ NO

Reasons for leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____
Name Title

May we contact your supervisor? _____ YES _____ NO

Reasons for leaving: _____

EDUCATION

High School: _____

Name and Address

Did you graduate? _____ YES _____ NO

If you did not graduate, did you receive your GED? _____ YES _____ NO

Special honors or awards: _____

Technical or Vocational School:

Name and Address

Did you graduate? _____ YES _____ NO Attended from _____ to _____

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University:

Name and Address

Did you graduate? _____ YES _____ NO Attended from _____ to _____

Degree: _____ Major: _____

Special honors or awards: _____

College or University:

Name and Address

Did you graduate? _____ YES _____ NO Attended from _____ to _____

Degree: _____ Major: _____

Special honors or awards: _____

POSITION INFORMATION

Position Applying For: _____

How did you hear about this job? _____

What hours are you available to work? _____

Would you be able to work weekends? _____ YES _____ NO

Are you willing to travel for the job? _____ YES _____ NO

When would you be able to start work? _____

Desired salary: _____

SKILLS

Please describe any special skills or qualifications you have:

PROFESSIONAL REFERENCES

Name: _____

Phone (Day/Evening): _____

Occupation: _____

Name: _____

Phone (Day/Evening): _____

Occupation: _____

Name: _____

Phone (Day/Evening): _____

Occupation: _____

May we contact the above references? _____ YES _____ NO

Name: _____

In making this application, I realize that my character, reputation for honesty, habits, ability, records of convictions, if any, financial responsibility and reasons for leaving employment may be investigated and that persons who know me, now and/or in the past, may be contacted and questioned about me to which I hereby give my consent.

Anyone who may furnish any information concerning my character, habits, ability, criminal convictions, financial responsibility or any reason for leaving any employment shall not be responsible for any loss or damage that I may suffer in consequence thereof. I further agree that any information obtained by the Company from any source will be held confidential by the Company from all persons and even against any demand made by me, except as required by law. It is the policy of the Company to consider all the information supplied by the applicant in assessing his or her qualifications for employment. I understand that any false statements or omissions on this application will be sufficient grounds for discharge.

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will" which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law at any time.

Signature_____

Date_____