

**Paralegal Application**

*Please complete this application with care. We appreciate concision, but when a question calls for a narrative answer, take all the space that you need.*

1. **Contact Information**
   1. name: Click here to enter text.
   2. email address: Click here to enter text.
   3. telephone number: Click here to enter text.
   4. what area of town do you live in? Click here to enter text.
2. **Why us?** We have a close-knit law firm, and we want our office to remain a pleasant place to work. That means hiring good people who want to work with *this* firm. There are lots of law firms out there. Why did you apply to ours?

*Response*:

Click here to enter text.

1. **Technology Skills.** Please tell us, on a scale of 1 to 10, how proficient you are at the following. (10 is most proficient.)
   1. Microsoft Word: Choose an item.
   2. Microsoft Excel: Choose an item.
   3. Microsoft PowerPoint: Choose an item.
   4. Adobe Acrobat: Choose an item.
   5. Dropbox: Choose an item.
   6. Any website creation program (if applicable)
      1. program name: Click here to enter text.
      2. proficiency: Choose an item.
   7. Wordpress: Choose an item.
2. **Other Skills.** Running a small law office requires people with strong legal abilities, but it requires other skills too. For instance, if you can design and update websites, handle intake calls, or write blog posts, we’d like to know about it. Tell us what you can do apart from the law.

*Response*:

Click here to enter text.

1. **Languages.** If you speak any languages other than English, please tell us.

*Response*:

Click here to enter text.

1. **Writing and Grammar.** In our profession, writing is important. We believe in writing that is clear and simple. (*The Elements of Style* is a classic.) Below, we’ve provided a bad example. Please rewrite it to improve the structure, clarity, and grammar.

Don’t use that store-bought, common stuff. Birds will throw most of that right out and eat only the parts they like, which is the black sunflower seeds. If you’re goal is to attract more birds, one benefits greatly from using the correct seeds. Black oil sunflower seeds are the best-after all, that’s what we humans chew on when we want to eat some seeds. If you have any other suggestions for good seeds, email those suggestions to Jerry and I. This I can guarantee: if you use bad seeds; your going to see less birds at the feeder.

*Response*:

Click here to enter text.

1. **Family.** When we work together in a small office, we get to know each other. If you’re comfortable with it, tell us about your family. We’re interested in whatever you’re comfortable sharing, such as whether you have a spouse, young or grown children, significant other, dog, goldfish, etc.

*Response*:

Click here to enter text.

1. **Social Media.** Getting to know you is important. If you’re comfortable with it, please share your handles, screen names, etc. for the social media platforms that you use. If you don’t use a particular platform or prefer not to share that one, leave it blank.

*Response*:

1. Facebook: Click here to enter text.
2. Instagram: Click here to enter text.
3. Twitter: Click here to enter text.
4. LinkedIn: Click here to enter text.
5. Other: Click here to enter text.
6. Other: Click here to enter text.
7. **Workload.** Having an office that is pleasant to be in is important to us—after all, we spend lots of time here. But there are times when working gets stressful—for instance, we sometimes end up working late when preparing for trials, depositions, or certain deadlines. Can you handle the stressful times, and work late on the occasions when that is necessary? Tell us about an example.

*Response*:

Click here to enter text.

1. **Help us help *you*.** We want everyone we work with to succeed, and we want to get better at our jobs too. Tell us what *you* look for in a manager. Tell us what you liked about your best manager (or teacher), and what you disliked about your worst.

*Response*:

Click here to enter text.

**Thank you for applying!**