



Personal Information

Last Name	First	Middle	Date
Street Address			Home Telephone
City	State	Zip	Mobile Phone
Emergency Contact Name & Address			Emergency Contact Telephone
Have you ever applied for employment with us? If yes, month/year			Social Security Number
Position Desired			Salary Desired
Are you prevented from lawfully becoming employed in this country because of visa or immigration status? If yes, please explain:			Date able to begin work
Apart from absence for religious observance, are you available for full-time work? If not, what hours can you work?			Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

Education

	School name and location of school	Course of Study	# of years completed	Did you graduate?	Degree or Diploma
Graduate/ Law School					
College					
Business/ Trade/ Technical					
High School					

Certifications / Licenses

Please list any professional certifications or licenses, e.g. State Bar Association number(s) that you currently hold. Upon hire you will need to provide the company with proof of these certificates and/or licenses.

Prospective employees will receive consideration without discrimination because of race, religious creed, ancestry, color, gender, age, sexual orientation, national origin, physical/mental disability, medical condition, marital status, or veteran status.

Employment History

All fields must be completed. Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

Company Name	Telephone
Address	Employed (month and year) From To
Name of Supervisor	Salary
Job Title and Brief Description of Duties	
Reason for Leaving	
May we contact this employer for a reference? If no, please state reason(s).	

Company Name	Telephone
Address	Employed (month and year) From To
Name of Supervisor	Salary
Job Title and Brief Description of Duties	
Reason for Leaving	
May we contact this employer for a reference? If no, please state reason(s).	

Company Name	Telephone
Address	Employed (month and year) From To
Name of Supervisor	Salary
Job Title and Brief Description of Duties	
Reason for Leaving	
May we contact this employer for a reference? If no, please state reason(s).	

Company Name	Telephone
Address	Employed (month and year) From To
Name of Supervisor	Salary
Job Title and Brief Description of Duties	
Reason for Leaving	
May we contact this employer for a reference? If no, please state reason(s).	

Company Name	Telephone
Address	Employed (month and year) From To
Name of Supervisor	Salary
Job Title and Brief Description of Duties	
Reason for Leaving	
May we contact this employer for a reference? If no, please state reason(s).	

We will contact the employers listed above unless you indicate otherwise. By signing this application you give PBFL&K the authority to call and inquire about your experience while at your previous employers (unless noted otherwise) and you release those employers from any and all claims of any nature arising from such inquiries and investigation or the supplying of information for such investigation.

Professional References

Name	Address /Phone	Business Relationship (manager, coworker, etc.)	Yrs. Acquainted (at least 1 yr)

Military

Did you or do you currently serve in the U.S. Armed Forces? Yes No

If yes, in what Branch?

Criminal Background

Have you been convicted of or pled guilty or no contest to a felony or misdemeanor in the past 10 years? Yes No

If you have answered yes, please describe in full.

Background Investigation

As part of the hiring process, the Firm requires the completion of an employment application and authorization to conduct a background investigation. The background check is to ensure that individuals who are selected for employment meet the Firm's standards and are in compliance with Firm obligations under various federal and state regulations. Such information may be obtained through direct or indirect contact with your former employers, schools, professional associations, public agencies or other persons or associations who may have knowledge concerning your background. Depending on your job requirements, background checks may include but not be limited to: review and verification of your educational credentials, review and verification of professional licenses, Driver's License checks, review of Bar Association reports, prior employment history and job performance, military records, personal characteristics, character and general reputation, credit history and/or civil/criminal records. As a condition of initial and continued employment, all Employees will be expected to voluntarily authorize the Firm to conduct this background check.

The Firm relies upon the accuracy of information contained in any candidate application materials, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentation, falsification, or material omission in any of these materials or data may result in the Firm's exclusion of the candidate from further consideration for employment or, if the person has been hired, may result in termination of employment.

Do you agree to submit to this requirement? Yes No

Applicant's Initials _____

Confidentiality & Nondisclosure Agreement You will receive a full copy of this agreement upon hire.

In consideration for the employment or continued employment of an employee by PBFL&K the employee will agree to the Firm's Confidentiality & Nondisclosure Agreement. Although the following is not the complete agreement, it does cover the general requirements.

Employee acknowledges that during the term of employment with PBFL&K, Employee may be given access to or may be acquainted with confidential information and trade secrets of PBFL&K. Employee agrees not to use or disclose, directly or indirectly, unless approved by the board, any confidential information (including all trade secrets, information, methods, strategies, practices, computer programs and systems, research and related documentation, client lists and other data, marketing plans, financial information, and all other compilations of information which relate to the business of PBFL&K at any time or in any manner, except as required in the course of employment with PBFL&K. Employee agrees that all documents relating to the business of PBFL&K whether prepared by Employee or otherwise coming into Employee's possession, are the exclusive property of PBFL&K, and shall not be removed from the premises of PBFL&K except as required in the course of employment with PBFL&K. Employee shall return all such documents (including all copies) to PBFL&K when Employee's employment is terminated.

Do you agree to abide by this agreement as it is stated above? Yes No **Applicant's Initials** _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

Upon hire I will be given copies of the aforementioned policies (Confidentiality & Nondisclosure Agreement) along with an Employee Handbook containing PBFL&K's policies. By signing this document I am agreeing to the following: a) acknowledge receipt of these policies and handbook upon hire, and to follow these policies for continued employment; b) I agree that these policies and handbook do not create an employment contract nor should they be construed as a covenant of employment, nor do they create a right to receive a benefit or a right to particular treatment; c) in consideration of my employment, I agree to conform to all of the Firm's rules and regulations and agree that the employee relationship is employment at will and that PBFL&K has the right to terminate my employment at any time, with or without reason, and with or without prior notice; and d) I agree that PBFL&K maintains the sole discretion to modify or delete any and all terms, conditions or provisions of my employment at any time, with or without cause and with or without notice.

Applicant Signature _____ **Date** _____

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