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# SAM BERNSTEIN

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L A W F I R M

## Would you like to work with us?

Our law firm helps accident victims and their families.

Working at our law firm means making a serious commitment to providing exceptional service to our clients. We also work to address the root causes of injustice in the communities that we serve.

This work can be difficult, and we understand that not everyone shares these values.

If helping people in the community who have suffered from auto accidents and advancing the cause of justice isn't for you, please do not apply. If you think this is the challenge/opportunity you've been looking for, then please complete this application. We look forward to getting to know you during the interview process.

Thank you for your time and interest in joining our law firm.

### BASIC INFORMATION

Please note: This application was designed for use by persons applying for various types of positions. Please answer the questions to the best of your ability. All information will be confidential.

Name		Date
Street		
City	State	Zip
Home Phone Can we call you here? [ ] yes [ ] no (     )     -	Office Can we call you here? [ ] yes [ ] no (     )     -	
Mobile Can we call you here? [ ] yes [ ] no (     )     -	Email Address	
Social Security Number	Other names known by	
How were you referred to us?	Name of source	

## WHAT DO YOU WANT TO DO AT OUR FIRM? *Please check all that apply.*

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Intake Department

Receptionist

Screener

Other: \_\_\_\_\_

Administration

Bookkeeping/Accounting

Document Management

Information Technology

Other: \_\_\_\_\_

Pre-Suit Department

Legal Assistant

Investigator

Writer

Other: \_\_\_\_\_

Litigation

Trial Lawyer

Legal Secretary

Other: \_\_\_\_\_

Marketing

Media Buyer

Public Relations/Community Outreach

Writer/Creative

Other: \_\_\_\_\_

Clerkship Program

Law Clerk

Intern

## PEOPLE WHO WORK AT OUR FIRM...

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- Are passionate about helping accident victims
- Are passionate about great service
- Have high integrity and honesty
- Enjoy being part of a team
- Are committed to organization-wide success
- Have a desire for improvement in all areas
- Are self-directed
- Are attracted to diversity
- Are comfortable with change
- Have the ability to handle stress

## I HAVE/CAN DO THE FOLLOWING? *Please check all that apply.*

- |   |   |
|---|---|
| <input type="checkbox"/> Talk on the phone with clients/customers | <input type="checkbox"/> Analyze data and draw conclusions    |
| <input type="checkbox"/> Engage in active listening               | <input type="checkbox"/> Relate to people                     |
| <input type="checkbox"/> Conduct legal research                   | <input type="checkbox"/> Strong quantitative skills           |
| <input type="checkbox"/> Draft legal documents                    | <input type="checkbox"/> Experience with computers/technology |
| <input type="checkbox"/> Write persuasive correspondence          | <input type="checkbox"/> Use MS Word                          |
| <input type="checkbox"/> Understand medical records               | <input type="checkbox"/> Use MS Excel                         |
| <input type="checkbox"/> Summarize medical records                | <input type="checkbox"/> Use MS Powerpoint                    |
| <input type="checkbox"/> Pay attention to detail                  | <input type="checkbox"/> Use MS Outlook                       |
| <input type="checkbox"/> Work under stress and deadlines          | <input type="checkbox"/> Use Needles                          |
| <input type="checkbox"/> Strong follow-thru skills                | <input type="checkbox"/> Use Quickbooks for businesses        |
| <input type="checkbox"/> Problem solve                            | <input type="checkbox"/> Use email                            |
| <input type="checkbox"/> Be a quick learner                       | <input type="checkbox"/> Use the internet to do research      |
| <input type="checkbox"/> Stay well organized                      | <input type="checkbox"/> Type fast (WM:_____)                 |

## WHAT KIND OF WORK WOULD YOU LIKE TO DO?

Do you wish to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary (Until when? ___ / ___ / _____)																										
If part-time, please mark the hours that you are available to work in the grid to the right.	<table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr style="background-color: #333; color: white;"> <th></th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">AM</td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td style="padding: 2px;">PM</td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </tbody> </table>		M	T	W	Th	F	S	Su	AM								PM								When are you available to begin working?
	M	T	W	Th	F	S	Su																			
AM																										
PM																										
What are your pay/salary expectations?	Are you applying for a specific job opening? If so, please specify.																									
Can you perform the essential functions of the position that you are applying for? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please explain.																										
Do you have any commitments to another employer that might affect your employment with us? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain.																										

# WORK HISTORY *Please complete even if some information is on resume.*

Please list present or most recent employer first. Please use additional sheets of paper if necessary.

Employer:		Duties:
Address:		
Email:		
Immediate Supervisor:		
Telephone:		
Employed from:	To:	Why did you decide to leave?
Your job title:		
Salary start:	Finish:	
Benefits offered:	Benefits received:	

Employer:		Duties:
Address:		
Email:		
Immediate Supervisor:		
Telephone:		
Employed from:	To:	Why did you decide to leave?
Your job title:		
Salary start:	Finish:	
Benefits offered:	Benefits received:	

Employer:		Duties:
Address:		
Email:		
Immediate Supervisor:		
Telephone:		
Employed from:	To:	Why did you decide to leave?
Your job title:		
Salary start:	Finish:	
Benefits offered:	Benefits received:	

## OTHER IMPORTANT INFORMATION

Are you a U.S. citizen?  yes  no      If not, what type of visa do you hold? \_\_\_\_\_

Are you at least **18 years of age**?  yes  no      If not, you must provide a **work permit**. Included?  yes  no

Have you ever been convicted of a criminal offense?  yes  no

Are there any felony charges pending against you?  yes  no

Have you ever been discharged, asked to resign, or suspended by an employer?  yes  no

If you answered "Yes" to any of the above three questions, please provide details below.

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(An affirmative answer above will not automatically disqualify you from being considered as a candidate for employment.)

### REFERENCES *Not employers or relatives*

Name and address	Occupation	Phone

### EMERGENCY CONTACT

Name:
Relationship:
Phone:

## EDUCATIONAL INFORMATION

School	Name, Address, City, State, Zip	Dates Attended	Degree/Major	GPA	Completed?
High School					Yes   No
College					Yes   No
Grad School					Yes   No
Other					Yes   No
Military Service			Honorably discharged?		Yes   No

## PLEASE ANSWER THE FOLLOWING QUESTIONS

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1. The Law Offices of Samuel I. Bernstein is a high-volume business with a work day that can be long and stress-filled. What makes you believe that you can perform well and excel under these working conditions?

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2. Our law firm is a very service-oriented business. What does very good service mean to you?

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3. Describe a real incident in which you were treated rudely as a client/customer somewhere. How would you have handled it differently if you had been in the other person's shoes?

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4. Why do you want to work at *our* law firm?

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5. What experience and knowledge do you expect to gain from working at our firm?

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6. When we check your references, what do you think they will name as your:

Greatest strength? \_\_\_\_\_

Greatest weakness? \_\_\_\_\_

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7. As a staff member, what do you expect from your co-workers and supervisors.

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## AGREEMENT *Please read carefully and sign.*

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I hereby affirm that the information provided on this application (and accompanying resume, if any) is true to the best of my knowledge. I also agree that falsifying information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that this application/ authorization shall remain on file and will serve as an on-going authorization to procure the aforementioned information at any time during my employment period.

I understand that my employment is “at will” and can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that no individual other than Samuel I. Bernstein has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer, and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision, unless I stated otherwise. This includes our ability to obtain a report of my credit history, driving record, and other information that may be necessary in making an employment decision.

I understand that I have a continuing and ongoing responsibility to inform The Sam Bernstein Law Firm, PLLC of any criminal investigation or conviction that may occur during my employment.

I agree that any claim or lawsuit relating to my employment with The Sam Bernstein Law Firm, PLLC must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

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

## THANK YOU *for taking the time to complete this application!*

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Please return this application to our office:

**BY MAIL:**

Careers  
The Sam Bernstein Law Firm, PLLC  
31731 Northwestern Highway, Suite 333  
Farmington Hills, MI 48334

**BY FAX:**

(248) 737-4392  
Attention: Careers

**BY INTERNET:**

Send to [careers@sambernstein.com](mailto:careers@sambernstein.com)