

Application for Employment

As an equal opportunity employer, Bingham McCutchen LLP prohibits discrimination based on race, color, gender, gender identity or expression, religion, ancestry, national origin, age, sexual orientation, or status as a qualified disabled person or a disabled or Vietnam Era veteran. All employment decisions shall be consistent with the principles of equal employment opportunity (EEO).

please print
or type

date	applying for (please check one) <input type="radio"/> full-time <input type="radio"/> part-time	positions desired 1. _____ 2. _____	date available
first name	middle initial	last name	
address	city	state	postal code
telephone number	social security number		
email address			

REFERRAL SOURCE

advertisement in _____	employment agency/name of agency contact _____
other _____	

Have you filed an application here before? yes, date _____ no

Have you ever been employed here before? yes, from _____ to _____ no

Are you authorized to work in the U.S.? yes no

Any offer of employment is conditioned on proof of authorization to work in the U.S., which must be presented upon employment with the firm.

Are you on layoff and subject to recall? yes no

To the best of your knowledge, are you related to any employee or client of this firm? yes no

if yes, what is the relationship?

EMPLOYMENT EXPERIENCE

Each section must be completed in full. You may include any verified work performed on a volunteer basis. List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1 employer	DATES EMPLOYED		work performed
	FROM	TO	
address			
job title			
supervisor			
reason for leaving	SALARY		name of reference
	STARTING	ENDING	
may we contact this employer? <input type="radio"/> yes <input type="radio"/> no			telephone number

2 employer	DATES EMPLOYED		work performed
	FROM	TO	
address			
job title			
supervisor			
reason for leaving	SALARY		name of reference
	STARTING	ENDING	
may we contact this employer? <input type="radio"/> yes <input type="radio"/> no			telephone number

3 employer	DATES EMPLOYED		work performed
	FROM	TO	
address			
job title			
supervisor			
reason for leaving	SALARY		name of reference
	STARTING	ENDING	
may we contact this employer? <input type="radio"/> yes <input type="radio"/> no			telephone number

4 employer	DATES EMPLOYED		work performed
	FROM	TO	
address			
job title			
supervisor			
reason for leaving	SALARY		name of reference
	STARTING	ENDING	
may we contact this employer? <input type="radio"/> yes <input type="radio"/> no			telephone number

Summarize special skills and qualifications acquired from employment or other experience.

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List any professional, trade, business, or civic activities and offices held. You may exclude any organizations whose name or character indicates members' race, color, gender, gender identity or expression, age, religion, ancestry, national origin, sexual orientation or disability.

typing speed	technical skills	are you available for overtime? <input type="radio"/> yes <input type="radio"/> no

EDUCATION

	high school	college/university	graduate/professional
school name			
# of years completed			
diploma/degree			
describe course of study			
describe specialized training, apprenticeship, skills and extra curricular activities			

honors received

for verification reasons, have you worked or attended school under another name? <input type="radio"/> yes <input type="radio"/> no name: _____

state any additional information you may feel helpful to us in considering your application

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The statements below are part of this application and should be read carefully.

In consideration of my employment, I agree to conform to the rules and regulations of Bingham McCutchen LLP (“the Firm”), I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Firm or me. I understand that no employee, manager or other agent of the Firm other than the Chief Operating Officer, Chief Human Resources Officer or Office Director of Administration of the Firm, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Any amendment to the foregoing must be in writing and signed by the Chief Operating Officer, Chief Human Resources Officer or Office Director of Administration.

I understand that I may be required, depending upon my position, to sign an inventions and intellectual property, non-compete, confidentiality and/or business ethics agreement as a condition of my employment. I understand that employment is contingent upon satisfactory results of any skills testing and/or background checks at any time, during the pre-employment or post-offer process or during my employment, even if the results are not obtained until after I start working. ¹

I authorize the Firm to conduct a background inquiry, to verify the statements and information in my application, other documentation I have provided and other areas that may include prior employment, criminal convictions ², motor vehicle history, education and other reports. I authorize all previous employers or other person(s) who have knowledge of me or my records to release such information to the Firm. I hereby release any individual, entity, educational institutional agency and the Firm from all claims or liabilities whatever that may arise from the disclosure of such information. Such third parties may rely on a copy of this authorization so as signed by me in lieu of the original.

I hereby state that each answer to a question herein and all other information otherwise furnished are true, correct and complete, and I understand that providing a false statement could be grounds for rejection or discharge. I hereby authorize my former employers and schools, with any exceptions I have noted, to give any information regarding my employment or schooling.

signature	date
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FOR OFFICE USE ONLY

years of experience	<input type="radio"/> full-time <input type="radio"/> part-time <input type="radio"/> regular <input type="radio"/> temporary	
date to start		starting salary
department		hours
Position		replacement position: if yes, please explain <input type="radio"/> yes <input type="radio"/> no

¹ It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

² California: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered. Connecticut: An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which [the records] have been erased pursuant to section 46b-146, 54-760 or 54-142a. Records that are subject to erasure pursuant to section 46b-146, 54-760 or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an[d] adjunction as a youthful offender, a criminal charge that has been dismissed [erased] or nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an[d] absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-146, 54-760 or 54-142a shall be deemed to have never been arrested within the meaning of the [g] General [s] Statutes with respect to the proceedings so erased and may so swear under oath. Massachusetts: An applicant with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior convictions for a felony. In addition, any applicant may answer “no record” with respect to all proceedings as a juvenile or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. New York: Note: A conviction will not automatically disqualify an applicant from being considered for a position. The crime that an applicant has been convicted of and the amount of time that has passed since the conviction are important. Please provide all facts so that an informed decision can be made.