



WILLIAM MITCHELL
COLLEGE OF LAW

Our Mission

We serve the law. We teach it, study it, practice it, and work to make it just. This is our mission.

Our students come to William Mitchell with diverse traits, talents, and experiences, yet they have in common a desire to transform themselves into skilled and ethical legal professionals. They learn from us and from each other. We challenge and support them, and we are responsive to their family and career commitments.

We study law and the legal profession as critical observers and active participants. Our legal education incorporates scholarship and practice, maintains a strong connection to the profession, is intellectually rigorous, and instills an ethic of service to clients and community.

Our students graduate with the practical wisdom to put the law to work.

Our Vision

To pioneer a demanding legal education so engaged with the profession that our graduates have an enduring advantage as they meet the challenges of an increasingly complex world.

Employment Application

To be completed by applicant:

Today's Date: _____

NAME

Last: _____

First: _____ Middle Initial: _____

POSITION(S) DESIRED

1. _____

2. _____

3. _____

For office use only:

Requisition #: _____

Applicant #: _____

First Interview: _____

Follow Up: _____

Second Interview: _____

Follow Up: _____

PLEASE COMPLETE ALL SECTIONS. USE INK. PLEASE PRINT.

Name: _____ Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____
LAST FIRST MI

Address: _____ Social Security #: _____
STREET CITY STATE ZIP

Are you at least 16 years of age? Yes No Are you legally eligible to work in the United States in the position for which you are applying? Yes No
 NOTE: If hired you will be required to show proof of eligibilty to work in the United States.

PLEASE READ THOROUGHLY. A conviction record will not necessarily disqualify you from employment consideration.
 Have you ever been convicted of or pled guilty to a crime? Yes No This includes all misdemeanors (except parking violations), gross misdemeanors, and felonies.
 Date of conviction or plea: _____ State and county of conviction: _____

CHECK ALL THAT APPLY.
 Shifts Available: Days Evenings Nights Other: _____
 Hours Desired: Full-time (40hrs./wk.) Part-time (# of hours per week: _____) Regular Temporary
 Referred by: _____ Are you, or have you ever been, employed by William Mitchell? Yes No
 If yes, list employment dates: _____ to _____ Position held: _____

List other names under which you have been employed: _____

EMPLOYMENT RECORD List in order with the most current employment first. Please include resumé.						
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?						
Name of Organization	1.		2.		3.	
Address (Street)						
City, State						
Phone	()	Salary:	()	Salary:	()	Salary:
Job Title		# hrs./wk.:		# hrs./wk.:		# hrs./wk.:
Supervisor & Phone	()		()		()	
Summary of Job duties and responsibilities						
Dates employed	From:	To:	From:	To:	From:	To:
Reason for leaving						

Education	Name and Address	Circle last year completed	Dates	Graduated?		Avg. grade	Degree/Major
				Yes	No		
High School/ G.E.D.		9 10 11 12	 				
College		1 2 3 4 5 6					
Graduate School		1 2 3 4					
Vocational/ Technical							
Business/ Military/Other							

OTHER EXPERIENCE If you have had other experience (e.g., volunteer, educational or military) related to the position for which you are applying, please list relevant information below.

OFFICE SKILLS SUMMARY (if applicable to job you are applying for)

List word processing, database and other software with which you are proficient: _____

TO BE COMPLETED BY REGISTERED, LICENSED, OR CERTIFIED APPLICANTS

State	Current Number	Expiration Date	Verification	Office Use Only:
				FOR POSITIONS REQUIRING DRIVING A MOTOR VEHICLE ONLY
				Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State and Number: _____

REFERENCES: Work or education related (do not list friends or relatives). TO BE COMPLETED BY ALL APPLICANTS.

REFERENCES:				Office Use Only:
NAME	ADDRESS	PHONE (DAYTIME)	OCCUPATION	REFERENCE REQUESTED
1.		()		
2.		()		
3.		()		

AGREEMENT (Please read thoroughly and sign below)

I authorize the investigation of my background, including all the information contained in this application and information in the interview. I understand that misrepresentation or omission of information in connection with my application and/or interview will be sufficient cause, in and of itself, for rejection or dismissal whenever discovered. I understand and agree that any offer of employment is dependent upon satisfactory completion of William Mitchell College of Law's pre-employment investigation, which may include but is not limited to a pre-placement physical exam, criminal history check, educational and work history verification, reference checks, and any investigation required by local, state or federal laws. I authorize any former school, employer, person, corporation, credit agency or government agency to give the College information they may have about me. In consideration of the College's review of this application, I release the College and all providers of information from any liability as a result of furnishing and receiving this information. I understand that if I am hired by William Mitchell, and unless I am covered by a collective bargaining agreement containing a contrary provision, my employment will be for an indefinite period of time and will be "at will," which means that either I or the College may terminate the employment relationship at any time and for any or no reason. I further understand that, if hired, my at-will employment status may only be changed in a written contract signed by the president of William Mitchell and that no representative of the College has the authority to make any oral promise to me concerning my employment. Finally, I also understand that William Mitchell retains the right to change current policies and benefits at any time, with or without notice to me. William Mitchell strives to provide a safe, healthy and productive work environment and supports a tobacco-free, alcohol-free, weapon-free and drug-free environment.

Signature: _____ Date: _____