



Axley
Attorneys Since 1885

Employment Application

Axley Brynelson, LLP
2 East Mifflin Street, Suite 200
Madison, WI 53703

Axley Brynelson, LLP is an equal opportunity employer and provides equal employment opportunities to all employees and job applicants without discrimination on the basis of age, race, creed, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest or conviction record, membership in the armed forces, or any other basis prohibited by law. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Equal access to employment is available to all persons. Job applicants requiring accommodation to the application and/or interview process should contact a representative of Axley Brynelson, LLP.

PLEASE COMPLETE ENTIRE APPLICATION - APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETELY FILLED OUT AND SIGNED

Personal Data (Please print or type)

Last name	First Name	Middle	Today's Date
Present Street Address			
City	State	Zip	
Permanent Address			
City	State	Zip	Social Security #
Age; if under 18	Home Phone #	Alternate Phone #	

Position(s) Desired	Date(s) Available
1	
2	

Desired Work Schedule

40 hours/week
 20-39 hours /week
 Less than 20 hours/week
 On-call (hours not regulary scheduled)

Status

Regular
 Temporary
 Summer

Do you have any restrictions on the days of the week or hours you can work? Yes No

If yes, explain:

How were you referred?

Advertisement _____
 Publication

Employee _____
 Name

School _____
 Name

Other _____
 Specify

Have you ever been convicted of any law violation other than minor traffic violations? Yes No

If yes, please list date and nature of offense. (A conviction will only be considered if substantially related to the circumstances of the position.)

Have you ever filed an application with Axley Brynelson, LLP before? Yes No Date(s)

Have you ever been employed by Axley Brynelson, LLP before? Yes No Date(s)

Position(s) held:

Education	Name	Location	Academic Major	Graduate		Degree Earned
				Y	N	
High School						
College						
University						
Technical School						
Other relevant training						

Work Experience (List all employment experience with present or most recent position first) Please do not use the statement "See resume."			
Company Name		Exact Title of Your Position	
Address			
Phone Number	Supervisor Name and Title	Dates Employed	May we contact?
Reason for leaving	Name under which you worked if different than indicated	---/--- to ---/--- mth/yr mth/yr	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties		Current Salary \$ ----- <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly	<input type="checkbox"/> Full time <input type="checkbox"/> Part time ---- Hours/wk

Company Name		Exact Title of Your Position	
Address			
Phone Number	Supervisor Name and Title	Dates Employed	May we contact?
Reason for leaving	Name under which you worked if different than indicated	---/--- to ---/--- mth/yr mth/yr	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties		Current Salary \$ ----- <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly	<input type="checkbox"/> Full time <input type="checkbox"/> Part time ---- Hours/wk

Company Name		Exact Title of Your Position	
Address			
Phone Number	Supervisor Name and Title	Dates Employed	May we contact?
Reason for leaving	Name under which you worked if different than indicated	---/--- to ---/--- mth/yr mth/yr	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties		Current Salary \$ ----- <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly	<input type="checkbox"/> Full time <input type="checkbox"/> Part time ---- Hours/wk

Work Related References (Other than immediate Supervisor)		
Name and Occupation	Address	Telephone

PLEASE READ THE PARAGRAPHS BELOW VERY CAREFULLY BEFORE SIGNING

I certify that my answers to the questions are true to the best of my knowledge and I am aware that misrepresentation or omission of facts called for on this form will likely result in the rejection of my application or immediate separation from employment. I voluntarily give Axley Brynelson, LLP the right to make a thorough investigation of my past employment, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information. I understand that this application for employment shall be considered active for a period of time not to exceed six (6) months.

I understand that in the event I am hired by Axley Brynelson, LLP that any employment is on an at-will basis. This means that the employment relationship may be terminated by Axley Brynelson, LLP or me at any time and for any reason. No personnel document shall alter the at-will employment status. Additionally, no manager, supervisor, or other representative of Axley Brynelson, LLP has authority to offer or enter into any agreement for employment other than at-will.

Applicant Signature

Date