



## APPLICATION FOR EMPLOYMENT

Broude & Hochberg, LLP is committed to providing equal employment opportunity and will consider every qualified applicant regardless of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Position Applying For

**Office Administrator**

### APPLICANT INFORMATION

Your Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Phone Number(s): \_\_\_\_\_  
Mobile Other

Email Address: \_\_\_\_\_

Have you reviewed the job description for the position for which you are applying or had the essential functions of the job explained to you? YES NO

Do you understand the essential functions of the job for which you are applying? YES NO

After carefully reviewing the job description, are you able to perform the essential functions of the job with or without reasonable accommodation? YES NO

Are you legally authorized to work in the United States? YES NO

Are you under the age of 18? YES NO

### PROFESSIONAL REFERENCE INFORMATION

Please provide the names of two references not related to you who can comment on your work performance.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

**EDUCATION INFORMATION**

Please provide information for educational institutions attended, beginning with the most recent. If necessary, please provide additional education information as a supplement to this application.

School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Concentration: \_\_\_\_\_ Did you Graduate? YES NO

Degree(s) earned: \_\_\_\_\_ Years Attended: \_\_\_\_\_

School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Concentration: \_\_\_\_\_ Did you Graduate? YES NO

Degree(s) earned: \_\_\_\_\_ Years Attended: \_\_\_\_\_

School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Concentration: \_\_\_\_\_ Did you Graduate? YES NO

Degree(s) earned: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Please list any additional education or training relevant to the job for which you are applying:

**Certifications and Licenses**

Please list any professional licenses, registrations, or certifications you possess.

License	License Number	Date Issued	State Issued	Expiration Date

**PROFESSIONAL EXPERIENCE**

Please begin with your most recent employment, including any current employment. Your current employer(s) will not be contacted without your permission. You may include any verifiable work performed on a volunteer basis. Please provide a brief explanation for any gaps in employment. If necessary, please provide additional employment information as a supplement to this application.

Are you currently employed? YES NO

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Company Name:	_____	If current, may we contact?	YES	NO
Telephone:	_____	Company Address:	_____	
Job Title:	_____	Supervisor:	_____	
Specific Duties:	_____			
Dates Employed:	_____			
Reason for Leaving:	_____			

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Job Title:	_____	Supervisor:	_____	
Specific Duties:	_____			
Dates Employed:	_____			
Reason for Leaving:	_____			

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Reason for Leaving:	_____			

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Job Title:	_____	Supervisor:	_____	
Specific Duties:	_____			
Dates Employed:	_____			
Reason for Leaving:	_____			

**RELEASE AND CERTIFICATION**

PLEASE READ BEFORE SIGNING

All applicants must sign and submit this page.

I certify that all information I have provided in this application for employment with Broude & Hochberg, LLP is true, complete, and correct. I understand that the foregoing information submitted by me will be verified in order to expedite my application for employment with Broude & Hochberg, LLP. I hereby authorize Broude & Hochberg, LLP to conduct a full investigation into my background, and as part of this investigation, my personal identifying information may be transmitted to a third party performing the investigation.

I expressly authorize, without reservation, Broude & Hochberg, LLP, its representatives, employees, or agents to contact and obtain information from references, previous employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding Broude & Hochberg, LLP, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

If I am hired, I understand that my employment is at-will, that I am free to resign at any time, with or without cause and with or without prior notice, and that Broude & Hochberg, LLP reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Broude & Hochberg, LLP is authorized to make any assurances to the contrary and that no implied agreements contrary to the foregoing express language are valid unless they are in writing and signed by the managing partner(s) of Broude & Hochberg, LLP.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with Broude & Hochberg, LLP's affiliate(s) and third parties engaged to perform services related to my application for employment. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by Broude & Hochberg, LLP as they relate to my application for employment.

**Broude & Hochberg, LLP does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of race, religion, color, sex (including pregnancy), age, ancestry, national origin, disability, sexual orientation, gender identity, military status, genetic information, or any other protected status under applicable federal, state, or local law.**

I understand that any information provided by me that is found to be false, incomplete, or misrepresentative in any respect will be sufficient cause (1) to eliminate me from further consideration for employment; or (2) to result in immediate discharge from employment with Broude & Hochberg, LLP, regardless of when such information is discovered.

I hereby acknowledge that I have read in full and understand the above statements and conditions of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

"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." *MGL Ch.149, Section 19B*