

Center at Celebration

Instructions: One of the most important admissions considerations is the recommendation of past employers. The Lawyer's Assistant Program is intended for high potential committed candidates who have a record of reliable service with the experience to match. An associate degree (or higher) and two years' secretarial/clerical administrative experience or four years of secretarial/clerical administrative experience is preferred though *not* required. There is no application fee*. There will be an interview.

PERSONAL INFORMATION

Legal Name: _____

First Middle Last
Social Security # (last four digits): _____ Date of Birth: _____ Gender: Male Female

Street Address City State Zip Code

Home Telephone # Cell Phone # Work Telephone # E-Mail Address

EDUCATION

Please attach a copy of your résumé. List every high school, college, professional school or other post-secondary institution which you have attended. We may ask you to send for an official school transcript directly to us, but this is not required with this application.

Educational Institution Course of Study Dates Certificate or Degree

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If you were registered under a different name while in school, please provide that name: _____

WORK HISTORY (Work history should include all positions held for six months or longer (including present position).)

Employer Occupation Dates Reason for Leaving

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RECOMMENDATIONS

Admission requires recommendations from three people who are acquainted with your abilities. Please list below the people who have agreed to provide such a recommendation. One of these must be a current or previous employer.

Name Position Phone Number or E-Mail Address

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BACKGROUND CHECK

Applicants who are selected to be program candidates must agree to undergo a background check and/or drug screening. Is there anything that will be revealed in a background check or drug screening that you wish to inform us about in advance? Yes No

Remarks: _____

VERIFICATION My signature below indicates that all the information contained in my application and résumé is factually correct and honestly presented.

Signature: _____ Date: _____