

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ **Date:** _____
 Last First M.I.

Address: _____
 Street Address Date of Birth

 City State ZIP Code

Cell Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If yes, when? _____
 Have you ever been convicted of a felony? YES NO
 If yes, explain: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Diploma: _____
 College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____
 Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Do you know anyone who works at Diaz, Anselmo & Associates? Y N Who? _____

What is your relationship with the employee? _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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Previous Employment

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 YES NO
 May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 YES NO
 May we contact your previous supervisor for a reference?

ATTACH AN ADDITIONAL PAGE IF NECESSARY

Disclaimer and Signature

I hereby certify that my answers are true and complete and I authorize Diaz, Anselmo & Associates to verify their accuracy and to conduct an investigation of my background, references, character, past employment, work performance, consumer reports, education and criminal history record information, which may be in any federal, state or local files, including those maintained by both public and private organizations and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. I hereby release Diaz, Anselmo & Associates from all liability of whatever kind of nature which, at any time, could result from obtaining and having an employment decision based on such information. An electronically produced copy of this consent shall be considered as valid as the original consent.

I understand that, if employed, falsified statements of any kind or omissions of facts called for in this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the Firm. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Firm may terminate my employment at any time with or without notice.

Diaz, Anselmo & Associates is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnicity, disability status, protected veteran status, sexual orientation, gender identity or any other consideration protected by federal, state or local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application will be considered valid for 60 days.

This Firm Participates in E-Verify

To comply with Federal law, Diaz Anselmo & Associates, PA participates in E-Verify. E-Verify is an internet-based system, operated by the U.S. Citizenship and Immigration Services (USCIS), which enables employers to verify employment eligibility of their newly-hired employees. All newly-hired employees are queried through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify their identity and employment eligibility. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9. To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

Signature: _____ Date: _____



DIAZ
ANSELMO
& ASSOCIATES PA

FL - IL - OH - IN - WI - KY

CONFLICT OF INTEREST QUESTIONNAIRE

Candidate Name *(please print)* _____

1. Name(s) of current/previous employer(s): *Note: list only those employers related to the legal, real estate, default services, lender, mortgage or banking industries, or similar*

2. To your knowledge, while with your current or previous employer(s) or while self-employed did you work on any matters in opposition to Diaz Anselmo & Associates or its predecessors or have you worked on the defense side of default services?

YES _____ NO _____

3. If you answered YES above, please provide the following information for each matter:

- a. Name of employer _____
b. Name of client _____
c. Name of DAA client _____
d. Type of matter (transaction, litigation, etc.) _____
e. Relationship of your former client to Diaz Anselmo (adverse, co-defendant, etc.)

Note: If any information requested in question 3 is confidential or privileged, this information should not be given without consent. If such consent cannot be obtained, please complete this form by advising that matters of privilege and/or confidentiality prevent the completion thereof.

This form must be completed and returned with the job application and prior to the commencement of employment.

Signature: _____ Date: _____