

**Paralegal or Legal Assistant
Application Supplement**

APPLICANT NAME: _____

DATE: _____

INSTRUCTIONS:

Please complete the following and sign and return with your application for employment.

This information will be used to determine if you meet qualifications as set out in the job description. You are not required to provide the following information, however failure to complete this portion of the application will result in your disqualification from the application process.

MINIMUM REQUIREMENTS

High School Diploma or GED

Yes

No

IF ANY MINIMUM REQUIREMENT ABOVE IS NO, STOP HERE – Not eligible for position.

EDUCATION, TRAINING OR EXPERIENCE

EDUCATION

Related Post High School Education

Yes

No

Paralegal Degree

Yes

No

Legal Assistant or Related Degree

Yes

No

EXPERIENCE

Paralegal Experience

none

less than 12 mo.

12-36 mo.

36+ mo.

Must Describe: _____

Legal Assistant Experience

none

less than 12 mo.

12-36 mo.

36+ mo.

Must Describe: _____

County Attorney's Office Experience none less than 12 mo. 12-36 mo. 36+ mo.
Must Describe: _____

Microsoft Word Experience none beginner knowledgeable expert
Must Describe: _____

Microsoft Excel Experience none beginner knowledgeable expert
Must Describe: _____

Experience using MCAPS / E Filing Yes No

VETERAN'S PREFERENCE

Which of the following Veteran's Preferences do you wish to claim:

- | | |
|--------------------------------------|--|
| No Veteran's Preference | Veteran's Preference |
| Veteran's Preference with Disability | Spouse of Disabled or Deceased Veteran |

(A copy of your DD214 MUST be attached if you claim Veteran's Preference.)

SIGNATURE

I hereby state that the information contained in this document is an accurate description of my qualifications, education, training and experience.

I understand that if I do not describe my experience in a certain area, that experience will not be considered when my application is scored. Furthermore I understand that during the application review process, the reviewer will need to be able to match any work experience listed here to a position listed on my application.

Your Signature

Date