APPLICATION

Minimum Requirements: 1 year Office Administration Program or a Paralegal Diploma PLUS 3 years' legal administrative support experience **OR** 5 years' experience in legal environment PLUS exposure to Justice System.

Required Assets: Word processing, typing, transcribing, legal terminology, legal research skills, sound working knowledge of legal documents and forms.

Other Assets: Data entry, exposure to or knowledge of court proceedings.

APPLICANT INFORMATION

Last Name		First		Middle	
Street Address				Apartment/Unit #	
City		Province		Postal Code	
Phone		E-mail Address			
Business Name		Business Address			
Phone		Fax		E-mail Address	

EXPERIENCE

Most Recent Employer		Employer's Address	
Position Held		How many years in this position	
Other Employer		Employer's Address	
Position Held		How many years in this position	
Other Employer		Employer's Address	
Position Held		How many years in this position	

EDUCATION

University			Address				
From		To	Did you graduate?	YES ☐	NO ☐	Degree	
Business or Community College			Address				
From		To	Did you graduate?	YES ☐	NO ☐	Certificate /Diploma	

Languages spoken or written (other than English) please elaborate		

ASSETS

Please indicate what skills you have and elaborate

YES ☐	Word Processing	
YES ☐	Typing	
YES ☐	Transcribing	
YES ☐	Legal Terminology	
YES ☐	Legal Research Skills	
YES ☐	Knowledge of Legal Documents	
YES ☐	Knowledge of Legal Forms	
YES ☐	Data Entry	
YES ☐	Court Procedures	

PLEASE ATTACH A CURRENT RESUME AND TWO LETTERS OF REFERENCE. AT LEAST ONE LETTER OF REFERENCE MUST RELATE TO YOUR LEGAL EXPERIENCE.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature   Date