



## APPLICATION FOR EMPLOYMENT

rev. Q3, 2026

Thank you for your interest in a Team Member position with Holwager & Holwager, Attorneys at Law, P.C. ("HHPC"). Please complete this submission electronically or neatly in ink. You are encouraged to submit a resume and/or cover letter with your application if you have not already done so.

Should information requested in this application already appear on a previously submitted or attached resume, you may forego completion of the question. If additional space is needed to reply to any inquiry, please attach an addendum and reference the question # for which you are supplying supplemental data.

### 1) **APPLICANT - GENERAL INFORMATION**

Full Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 2) **CURRENT / PRIOR EMPLOYMENT INFORMATION**

Please complete the following with respect to your present or most recent employer:

Name of Employer / Business, Professional Address, Web-Address, and/or Telephone #:

\_\_\_\_\_

Job Description / Duties / length of employment / Reason for leaving (if applicable):

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer to obtain a reference on your behalf? \_\_\_\_ Yes \_\_\_\_ No

*If you have been affiliated with the above employer less than 3 years, please provide the above information regarding your prior employer on an attached page.*

### 3) **PROFESSIONAL REFERENCES** – Please supply below or attach hereto (or within your resume if applicable) the full name, telephone #, e-mail address, along with the length of time known and the capacity in which you know each individual, for three professional references:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) **BACKGROUND / HISTORY** - You may exclude legally expunged infractions.

- a) Have you ever been convicted of a crime? (excluding **only** traffic, i.e. speeding/parking infractions)  
(circle please)      YES      NO
- b) Have you ever been **charged** with a crime pertaining to theft, neglect, fraud, breach of a duty / responsibility, or dishonesty?      (circle please)      YES      NO

If either a) or b) above was "YES", provide the date(s) and describe the incident(s) on an attached page.

5) **LEGAL BACKGROUND / INTEREST**

- a) Do you have experience working in a law office? \_\_\_\_Yes // \_\_\_\_No    If yes, please provide details:

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- b) Briefly detail your exposure (if any) to the following (or other / additional) components of Elder Law:  
*Estate Planning / Probate / Medicare / Medicaid / VA Benefits*

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- c) Why are you interested in a career in a law office and/or elder law?

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- d) You may provide any additional information you believe relevant for us in reviewing your application here:

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6) **SKILL SET** – Please circle your experience with the following: (0=none,    3=proficient,    5=expert)

Client Database Management Software:

(i.e. *Smokeball, Zola, MyCase, Time Matters, etc.*)      0      1      2      3      4      5

Windows 10 or 11      0      1      2      3      4      5

Microsoft Word / Excel / Outlook      0      1      2      3      4      5

QuickBooks      0      1      2      3      4      5

Adobe Acrobat Pro      0      1      2      3      4      5

Legal Research (West Law / Lexis)      0      1      2      3      4      5

Electronic Document Filing / Recovery:

(*Laredo / Dox Pop / Tapestry / Simplifile / Tyler / etc.*)      0      1      2      3      4      5

Are you an Indiana Notary Public? Y / N    if yes, what is your commission exp. date \_\_\_\_\_?

As needed, take a 5 min. test at: <https://www.typingtest.com/> **What is your:**

**Words-Per-Minute?:** \_\_\_\_\_      **Accuracy % or # of Errors at this speed?** \_\_\_\_\_

7) **HIRING DETAILS** - Please enter your desired:

**Position:**   ☐ Attorney                      ☐ Legal Support / Paralegal                      ☐ Client Relations / Reception  
                    ☐ Other: (please specify) \_\_\_\_\_

**Start Date:**\_\_\_\_\_ **Hourly Pay Rate: \$**\_\_\_\_\_ **# of PTO Hours / year:** \_\_\_\_\_

**Schedule (hours/day & days/week):** \_\_\_\_\_

**8) How long would you consider working with the H&H Team?** \_\_\_\_\_

**9) How did you initially hear about this opportunity?** \_\_\_\_\_

**10) ACKNOWLEDGMENT - By continuing and submitting this application you affirm:**

- a) I have the ability to be legally employed in the position for which I am applying, and I will provide timely verification of the same, if hired. I have been and will be honest and comprehensive in my responses on this application and throughout the hiring process.
- b) If hired by HHPC, I understand:
- Safeguarding client confidences is paramount to a law practice and a confidentiality violation at any time will be grounds for immediate dismissal for cause and/or legal action.
  - I will be provided with a Handbook of Policies and Procedures and I will be expected to fully comply with the same.
  - I will be subject to periodic and random background investigations by HHPC personnel and/or their designees.

X \_\_\_\_\_  
Applicant Signature

Date:\_\_\_\_\_

Please transmit your completed application and relevant material to  
Chief Firm Counsel, Mark W. Holwager via e-mail to [Hiring@hhelderlaw.com](mailto:Hiring@hhelderlaw.com)

**Thank you for applying!**