

Dorsey & Whitney LLP Employment Application (Professional Staff)

Please save this application before entering any information to avoid losing your work.

Personal Data			
Last Name	First Name	Middle Name	Date
Current Address			
Street, City and State		Zip Code	Cell Phone
Permanent Address (if different from above)			
Street, City and State		Zip Code	Home Phone
Email Address			Business Phone
List names of relatives other than spouse employed by Dorsey & Whitney LLP			

Position Applying For	
Position Title, Job #, and Office Location	Have you ever been employed by Dorsey & Whitney LLP? If yes, where and when? Yes No
Wage or Salary Required \$ _____/hr. or \$ _____/year	Do you now or will you ever require sponsorship for employment visa status (e.g., H-1B)? Yes No
How did you learn about this opening?	Are you legally authorized to work in the United States without limitations? Yes No

Education and Training			
List last high school and all business, trade schools, and colleges attended.			
School	Address	Major/Minor	Degree
School	Address	Major/Minor	Degree
School	Address	Major/Minor	Degree
Extracurricular Activities (include offices held, scholarships, awards, honors, sports, etc.) You are not required to list activities which may reveal your race, age, religion, sex, national origin, marital status, or any disability or handicap.			
List skills relevant to this position:			

Employment Record

If you are attaching a resume and cover letter with your application, you do not need to complete the "Employment Record" section. If not, please complete this section regarding your employment history. Include military service, but do not provide dates of service.

Employer		Dates Employed From: To:	
Address		Telephone	
Position Title	Name and Title of Supervisor		
Summary of Duties			
Reason for Leaving			

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Employment Record (continued)	
Employer	Dates Employed From: To:
Address	Telephone
Position Title	Name and Title of Supervisor
Summary of Duties	
Reason for Leaving	

Additional Information		
Summarize any additional information necessary to describe your full qualifications.		
May we contact your past employers? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, indicate below which one(s) you do not wish us to contact:	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT – READ BEFORE SIGNING OR TRANSMITTING	
<p>BY SIGNING BELOW OR TRANSMITTING THIS DOCUMENT ELECTRONICALLY, I CERTIFY THAT THE STATEMENTS I HAVE MADE IN THIS APPLICATION ARE TRUE AND COMPLETE. I authorize investigation of all statements contained in this application which Dorsey & Whitney LLP (“Dorsey”) may deem relevant to my employment, and authorize my previous employers or other persons having information concerning me or my record to report such information to Dorsey. I understand and agree that if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact, any offer of employment made to me by Dorsey may be immediately withdrawn, or if I am already employed by Dorsey, I may be subject to immediate dismissal at Dorsey’s option. In such event, the withdrawal of any offer of employment made to me or the termination of my employment shall be without any obligation or liability to me by Dorsey, other than for payment of wages at the rate agreed upon for any work I have actually performed for Dorsey.</p> <p>If I become employed by Dorsey, I understand that I have the right to terminate my employment at any time, for any reason, and Dorsey retains a similar right to terminate my employment at any time, for any reason. I further agree that no promises have been made to me by anyone from Dorsey which are inconsistent with the above and that no promises, representations or guarantees concerning the terms of any employment offered me by Dorsey are binding upon Dorsey unless made in writing and signed by an authorized representative of Dorsey.</p>	
Date	Signature

Dorsey & Whitney LLP is an EEO/AAP/Disabled Vets Employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin, sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

Voluntary Self-Identification for Staff Applicants

Please read carefully: As an equal employment opportunity/affirmative action (EEO/AA) employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to government agencies. Please help us gather this information by identifying your sex, race or ethnicity, disability status and veteran status. Providing this information is **completely voluntary**. While not required of EEO/AA employers, we also give applicants an opportunity to self-identify as LGBTQ. We use this data only to monitor our EEO efforts towards LGBTQ individuals.

If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment. **This information is not used for employment decisions.** When we receive this information, it will be maintained in a **confidential area separate from your application**. The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations and for no other purpose. If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner or call us at 612-492-5178. If applying to multiple positions, you only need to complete the survey one time. Please contact careers@dorsey.com if you need to change any responses after completion.

If you would like to provide this information, please complete the voluntary survey at <https://www.surveymonkey.com/r/9CPYMB2>

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



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IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The [Immigrant and Employee Rights Section \(IER\)](#) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

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