



THE LANE LAW FIRM
TEXAS ATTORNEYS AT LAW

Thank you for applying with The Lane Law Firm!

In anticipation of the initial phone/video interview, we kindly request some additional information. This information is utilized for an initial screening process, identity verification, as well as gaining a deeper understanding of your background, meticulousness, and adeptness in handling diverse scenarios.

APPLICATION INSTRUCTIONS:

1. Complete the attached Employment Application & Personality Profile Assessment (or download a copy [this link](#)).
2. Use the completed Personality Profile to fill out the three answer sheets. Score your choices and include your name and phone number at the top of each sheet.
3. Convert the three Answer pages and all pages of the Employment Application into PDF format only.
4. Email the following to resumes@lanelaw.com: the three Answer pages, your Employment Application, a recent Photo of yourself, and your Resume/CV.
5. Label the subject line: [Position] Application. (e.g., Bankruptcy Paralegal Application).

Successful candidates will be contacted via email to schedule an interview. We look forward to speaking with you soon!

Respectfully,

The Lane Law Firm

713-595-8200



EMPLOYMENT APPLICATION

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City			State			ZIP			
Phone			E-mail Address						
Date Available			Social Security No.			Desired Salary			
Position Applied for									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				

EDUCATION									
High School			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES									
<i>Please list three professional references.</i>									
Full Name			Relationship						
Company			Phone						
Address									
Full Name			Relationship						
Company			Phone						
Address									
Full Name			Relationship						
Company			Phone						
Address									

PREVIOUS EMPLOYMENT	
Company	Phone

Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

AS PART OF THE SCREENING PROCES WE WILL PERFORM BACKGROUND CHECKS.

ADDITIONAL INFORMATION
Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. (You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.)

CRIMINAL RECORD INFORMATION
ALL APPLICANTS: Exclude any records expunged, annulled, sealed, or discharged under first-offender law.

Except as provided above, during the past ten years, have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any other type of alternative method of supervision or correction for a misdemeanor, having A PENALTY of imprisonment or a fine of more than \$500, or a felony? (Answering Yes is not an automatic bar to employment but will be considered in relation to specific job requirements.) YES NO

IF YES, PLEASE EXPLAIN _____

Have you been convicted of a crime (exclude minor traffic cases; include DUIs)? YES NO

IF YES, PLEASE EXPLAIN _____

Are criminal charges now pending against you? YES NO

IF YES, PLEASE EXPLAIN _____

DISCLAIMER, AGREEMENT, AND SIGNATURE

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give The Lane Law Firm any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and The Lane Law Firm, from liability for any damage that may result from furnishing same to The Lane Law Firm.

If employed by The Lane Law Firm, I agree to abide by the policies and procedures of The Lane Law Firm which include The Lane Law Firm's Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of The Lane Law Firm.

I understand and agree that I may be required to take a drug or alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test result to The Lane Law Firm for its use. I understand that any positive drug result may preclude my employment or be grounds for immediate termination.

I understand that The Lane Law Firm and/or its client company may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. These reports may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by The Lane Law Firm as part of the pre-employment background investigation and if hired, at any time during my employment.

If in agreement, please check: YES

Signature

Date

Personality Profile Instructions

There are three sets of questions and three answer sheets in this package. Please circle your choice or preference on each Answer sheet (you must choose one of the two answers in each set in order to get complete results.)

*Complete Profile 1 first, Profile 2 second and Profile 3 Last.

Answer the questions as quickly as possible. There is no right or wrong answer - your first reaction is probably your best response to the questions.

Profile I Answer Sheet

*Please circle your choice. You must choose one for each question to get results.

Date ____/____/____

Name _____

1.			C	D
2.		B	C	
3.			C	D
4.	A	B		
5.	A			D
6.		B		D
7.	A		C	
8.	A	B		
9.	A			D
10.		B		D
11.	A		C	
12.	A	B		
13.	A			D
14.		B		D
15.			C	D
16.		B	C	
17.	A		C	
18.		B	C	
19.	A		C	
20.		B		D
Total 1-20 for each col. $A+B+C+D=20$				

Profile I
How I respond under intense pressure.
 Personality Profile System

Name: _____

Date ____/____/____

Instructions:

Each question below is divided into two statements. Choose the statement in either column that best describes how you feel under intense stress. There are no wrong answers. After each statement, you will find the letter A, B, C, or D. On the answer sheet are numbers, which match the statements. Circle or check the appropriate letter on the answer sheet. For example: Statement 1. If you tend to become distrustful under stress, you would circle D. (You need to select one answer for each of the 20 statements even if you do not agree completely with either answer.)

1. Under intense stress I tend to plan my way out. [C]	Or	Under intense stress, I tend to become distrustful. [D]
2. Under intense stress I tend to become a big talker. [B]	Or	Under intense stress I tend to become withdrawn. [C]
3. Under intense stress I tend to become impractical. [C]	Or	Under intense stress I tend to become cross. [D]
4. Under intense stress I tend to become hotheaded. [A]	Or	Under intense stress I tend to become careless. [B]
5. Under intense stress I tend to become negative. [D]	Or	Under intense stress I tend to become dictatorial. [A]
6. Under intense stress I tend to become too permissive. [B]	Or	Under intense stress I tend to become stubborn. [D]
7. Under intense stress I tend to become indecisive. [C]	Or	Under intense stress I tend to become more likely to act. [A]
8. Under intense stress I tend to become bearish. [A]	Or	Under intense stress I tend to become manipulative. [B]

9. Under intense stress I tend to become very cautious. [D]	Or	Under intense stress I tend to become abrupt. [A]
10. Under intense stress I tend to become reckless. [B]	Or	Under intense stress I tend to become inflexible. [D]
11. Under intense stress I tend to become passive. [C]	Or	Under intense stress I tend to insist on my own way. [A]
12. Under intense stress I tend to become high-handed. [A]	Or	Under intense stress I tend to become rebellious. [B]
13. Under intense stress I tend to become very picky. [D]	Or	Under intense stress I tend to become overbearing. [A]
14. Under intense stress I tend to become extremely careless. [B]	Or	Under intense stress I tend to become rigid. [D]
15. Under intense stress I tend to become scheming. [C]	Or	Under intense stress I tend to become concerned with details. [D]
16. Under intense stress I tend to become conceited. [B]	Or	Under intense stress I tend to become anxious and afraid. [C]
17. Under intense stress I tend to become sensitive. [C]	Or	Under intense stress I tend to become hostile. [A]
18. Under intense stress I tend to become opinionated. [B]	Or	Under intense stress I tend to become very emotional. [C]
19. Under intense stress I tend to become uncertain. [C]	Or	Under intense stress I tend to become domineering. [A]
20. Under intense stress I tend to become a bluffer. [B]	Or	Under intense stress I tend to become distrustful. [D]

Profile II Answer Sheet

Please circle your choice. You must choose one on each question to get results.

Date ____/____/____

Name _____

1.			C	D
2.	A			D
3.	A		C	
4.		B	C	
5.	A	B		
6.			C	D
7.	A		C	
8.		B		D
9.	A		C	
10.	A			D
11.		B	C	
12.		B		D
13.	A			D
14.		B		D
15.			C	D
16.	A	B		
17.		B	C	
18.		B		D
19.	A		C	
20.	A	B		
Total 1-20 for each col. $A+B+C+D=20$				

Profile II
What I think I should do.
Personality Profile System

Name: _____

Date ____/____/____

Instructions:

Each question below is divided into two statements. Choose the statement in either column that best describes what you think you should do. There are no wrong answers. After each statement, you will find the letter A, B, C, or D. On the answer sheet are numbers, which match the statements. Circle or check the appropriate letter on the answer sheet. For example: Statement 1. If you think you should develop new plans you should circle c on the answer sheet. (You need to select one answer for each of the 20 statements even if you do not agree completely with either answer.)

1. I think I should develop new plans. [C]	Or	I think I should be consistent. [D]
2. I think I should stick to the rules. [D]	Or	I think I should supervise others [A]
3. I think I should depend on my own experiences. [A]	Or	I think I should be a self-starter. [C]
4. I think I should confer with other people. [B]	Or	I think I should look for new ideas. [C]
5. I think I should give others directions. [A]	Or	I think I should influence others. [B]
6. I think I should conserve resources. [D]	Or	I think I should create ideas. [C]
7. I think I should do what works. [A]	Or	I think I should develop new approaches [C]
8. I think I should coordinate group activities. [B]	Or	I think I should follow tradition [D]

9. I think I should achieve by using ideas [C]	Or	I think I should do something. [A]
10. I think I should arrange things in a pattern. [D]	Or	I think I should build something. [A]
11. I think I should explore new ideas. [C]	Or	I think I should help other people. [B]
12. I think I should involve others. [B]	Or	I think I should keep things in order. [D]
13. I think I should produce something. [A]	Or	I think I should be precise [D]
14. I think I should keep on a schedule [D]	Or	I think I should be hopeful. [B]
15. I think I should work with concepts and ideas. [C]	Or	I think I should be careful when working with facts and figures [D]
16. I think I should be persuasive. [B]	Or	I feel others should respect me. [A]
17. I think I should promote programs to others [B]	Or	I think I should compete with myself to do better. [C]
18. I think I should work within guidelines and forms. [D]	Or	I think I should coordinate group cooperation. [B]
19. I think I should work with ideas and plans. [C]	Or	I think I should get something done. [A]
20. I think I should organize others for the good of the group. [B]	Or	I think I should produce things. [A]

Profile III Answer Sheet

*Please circle your choice. You must choose one for each question to get results.

Date ____/____/____

Name _____

1.	A	B		
2.		B	C	
3.			C	D
4.	A		C	
5.		B		D
6.			C	D
7.	A			D
8.		B	C	
9.			C	D
10.	A			D
11.		B		D
12.	A		C	
13.		B	C	
14.	A	B		
15.		B		D
16.	A		C	
17.		B		D
18.	A			D
19.	A		C	
20.	A	B		
Total 1-20 for each col. $A+B+C+D=20$				

Profile III
What I am comfortable doing.
 Personality Profile System

Name: _____

Date ____/____/____

Instructions:

Each question below is divided into two statements. Choose the statement in either column that best describes what you are comfortable doing. There are no wrong answers. After each statement, you will find the letter A, B, C, or D. On the answer sheet are numbers, which match the statements. Circle or check the appropriate letter on the answer sheet. For example: Statement 1. I am decisive and firm in my actions. Circle [A] on the answer sheet. (You need to select one answer for each of the 20 statements even if you do not agree completely with either answer.)

1. I am decisive and firm in my actions. [A]	Or	I show great enthusiasm when I am defending a cause. [B]
2. I enjoy meeting new people. [B]	Or	I prefer harmonious conditions [C]
3. I am comfortable planning future events. [C]	Or	I prefer following a procedure. [D]
4. I am comfortable taking action. [A]	Or	I am most comfortable being creative. [C]
5. I enjoy being friendly to people. [B]	Or	I enjoy working with details and specifics. [D]
6. I enjoy thinking about alternatives. [C]	Or	I enjoy looking for exceptions. [D]
7. I prefer being direct with people. [A]	Or	I am comfortable checking accuracy. [D]
8. I enjoy doing things with a group. [B]	Or	I enjoy looking at things in a new way. [C]

9. I am comfortable being an idea person. [C]	Or	I enjoy exercising control and order. [D]
10. I enjoy being active. [A]	Or	I enjoy being exact and correct. [D]
11. I tend to expect the best to happen. [B]	Or	I enjoy working methodically within a system [D]
12. I am comfortable being a powerful and forceful person. [A]	Or	I enjoy imagining possibilities. [C]
13. I am at ease cooperating with others [B]	Or	I enjoy thinking independently. [C]
14. I am direct in my approach to others. [A]	Or	I am comfortable being warm and comforting to others. [B]
15. If I believe in a cause, I will sacrifice my own interest. [B]	Or	I enjoy doing things in an orderly way. [D]
16. I am comfortable acting with excitement and focus. [A]	Or	I am comfortable thinking about new ideas. [C]
17. I enjoy the give and take of conversation. [B]	Or	I prefer following a specific order or directions. [D]
18. I am most comfortable accomplishing something. [A]	Or	I am comfortable being cautious and conscientious. [D]
19. I enjoy situation where I can take action or do something. [A]	Or	I am at ease showing understanding and compassion. [C]
20. I am comfortable taking command of most situations. [A]	Or	I am friendly and I enjoy conversations with strangers. [B]