



OFFICE OF THE ATTORNEY GENERAL VOLUNTEER/INTERN APPLICATION

(PLEASE PRINT OR TYPE)

Undergraduate students and **Graduate** students must submit a resume and current transcript(s) along with this application.

Law Students and **Legal Assistant/Paralegal** students must submit a resume, current transcript(s) and a legal writing sample with this application.

PERSONAL INFORMATION

Name: _____
Last First Middle

Current Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Telephone Number: _____
Current Mobile Permanent

Driver's License: _____
State DL Number Email Address: _____

Do you have any relatives who work for the State of Texas? Yes No

If yes, list name(s), relationship(s) and agency name(s):

U.S. Military Service? Yes No Dates: From: _____ To: _____

Have you ever been disciplined by any local, district, or state regulatory body? Yes No

Are any charges now pending against you either in court or before a grievance committee, or has any charge been threatened? Yes No

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes No N/A

If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

Do you have any financial obligation which might in any way be in conflict with the Office of Attorney General? Yes No N/A

EDUCATION

Colleges/Universities, Technical Schools Name and Location	Dates Attended From / To				Hours Completed	Graduated (yes/no)	Degree (i.e. BA)

Are you currently a Full-time Student Part-time Student Interested individual seeking experience

FOR CREDIT INTERNSHIP: Yes No

If Yes: Name of Advisor: _____

Advisor's Telephone #: _____

Total Number of Hours you must complete FOR CREDIT _____

Hours per week you must work FOR CREDIT _____

Placement deadline _____

PROPOSED WORK SCHEDULE

Date available to begin work: _____

Semester: Fall Spring Summer

Proposed work schedule:

Monday Start time _____ End time _____

Tuesday Start time _____ End time _____

Wednesday Start time _____ End time _____

Thursday Start time _____ End time _____

Friday Start time _____ End time _____

CLASSIFICATION

Undergraduate status: freshman sophomore junior senior

Major: _____

Graduate status 1st Year 2nd Year Other, Explain:

Major: _____

Law Student: 1 L 2 L 3 L Graduate (awaiting bar results)

Legal Assistant/Paralegal certification program:

Course work completed: _____

Technical School Students:

Course work completed: _____

SKILLS & ABILITIES (check the appropriate areas)

Computer knowledge:

- Corel WordPerfect
- Microsoft Excel
- Microsoft Word
- PowerPoint
- Windows 98
- Internet Research
- HTML

Legal Knowledge:

- Writing
- Legal Research
- Briefs
- Draft Pleadings
- Westlaw
- Lexis/Nexis

General:

- Public Speaking
- Bilingual
- Typing wpm
- Other

Other

EXPERIENCE/INVOLVEMENTS

List any prior experience you have had that would be applicable to volunteering or the internship for which you are applying.

Describe your motivation for applying for an internship or to volunteer and what you expect to gain from participating in this program.

List your community involvements (i.e volunteer or public service organizations, etc.)

List honors or awards you have received

REFERENCES

Name / Address Telephone Relationship

Name / Address Telephone Relationship

Name / Address Telephone Relationship

In case of an emergency, whom should we notify?

Name _____ Relationship _____

Address _____

Day Phone _____ Night Phone _____

Please list, in order of preference, the name of the Division(s) that you would most like to do your internship. Final placement will depend upon division workloads and staffing needs. Feel free to use the About the Agency: Duties and Responsibilities Section of our website for information for specific divisions.

Division 1 _____
Division 2 _____
Division 3 _____
Division 4 _____

Affidavit

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING THE SPACE PROVIDED.

1. I understand that I am applying for an unpaid internship.
2. I hereby certify that the statements on this application, as well as those on any attachment(s) to this form, are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from the agency.
3. I authorize you to communicate with all of my former employers, schools, officials, and persons named as references. I hereby release all employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information.
4. I understand that some OAG divisions will check with the Texas Department of Public Safety and/or the Federal Bureau of Investigations for any criminal history in accordance with applicable statutes.

Applicant's Signature

Date

Applications should be submitted to the following address:

**Office of the Attorney General
Human Resources Division (025)
Volunteer/Intern Program Coordinator
P.O. Box 12548
Austin, TX 78711-2548**



ATTORNEY GENERAL OF TEXAS

Volunteer/Internship Application

Monitoring Data Information:

The following information will be used for gathering statistical data only.

Date: _____

Male Female

Name: _____

Date of Birth: _____

Social Security Number: _____

Check appropriate box(s):

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other |

Recruitment Source:

- | | |
|--|---|
| <input type="checkbox"/> Career Fair | <input type="checkbox"/> Recruitment Coordinator |
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> College or University Placement Center |
| <input type="checkbox"/> Office of the Attorney General Web Site | <input type="checkbox"/> On Campus Interview (OCI) |
| <input type="checkbox"/> Other (please specify) | _____ |