



OFFICE OF THE ATTORNEY GENERAL LAW CLERK APPLICATION

(PLEASE PRINT OR TYPE)

Law Clerk applicants 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: _____ Email Address: _____
State DL Number

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? Yes No

Have you ever been charged with anything more than a simple traffic or parking ticket? 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.

EDUCATION

Undergraduate University Courses & Law School	Dates Attended From / To				Hours Completed	Graduated (yes/no)	Degree (i.e. BA)

Are you currently a Full-time Student Part-time Student

Cumulative GPA is _____ based on a GPA scale of _____ and Class rank is _____ out of _____

Are you seeking academic credit for your 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 _____

DESIRED WORK SCHEDULE

Date available to begin work: _____

Semester: Fall Spring Summer

Proposed work schedule:

<input type="checkbox"/> Monday	Start time _____	End time _____
<input type="checkbox"/> Tuesday	Start time _____	End time _____
<input type="checkbox"/> Wednesday	Start time _____	End time _____
<input type="checkbox"/> Thursday	Start time _____	End time _____
<input type="checkbox"/> Friday	Start time _____	End time _____

CLASSIFICATION

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

SKILLS & ABILITIES (check the appropriate areas)

Computer knowledge:

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

Legal Knowledge:

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

General:

- Public Speaking
 - Bilingual
 - Other
- Other

EXPERIENCE/INVOLVEMENTS

List any prior experience you have had that would be applicable to the legal clerkship for which you are applying.

Describe your motivation for applying for a clerkship and what you expect to gain from working at the Office of the Attorney General.

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

List honors or awards you have received.

Affidavit

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

1. I understand that I am applying for a legal clerkship.
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 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 all candidates of positions at the OAG are subject to a criminal history background check.

Applicant's Signature

Date

Applications should be submitted to the following address:

**Office of the Attorney General
Human Resources Division (025)
Law Clerk Recruitment Coordinator
P.O. Box 12548
Austin, TX 78711-2548**



ATTORNEY GENERAL OF TEXAS

Law Clerk Application

(Optional)

Monitoring Data Information:

The following information will be used for gathering statistical data only and will not be shared with the selection committee.

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) _____ | |