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:

☐ 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

☐ **Law Student:** ☐ 1 L ☐ 2 L ☐ 3 L ☐ Graduate (awaiting bar resuslts)

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.

_____

_____

_____

What area of law most interests you and why?

_____

_____

_____

REFERENCES

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 areas of law that you would most like to experience during your clerkship.

Area 1 _____

Area 2 _____

Area 3 _____

Area 4 _____

If you are interested in a specific division, please list it here. Final placement will depend upon division workloads and staffing needs. Feel free to use the About the Agency: Duties and Responsibilities section of the OAG website for information about individual divisions.

Division 1 _____

Division 2 _____

Division 3 _____

Division 4 _____

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

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):

- ☐ White
- ☐ African American
- ☐ Hispanic
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Other

Recruitment Source:

- ☐ Career Fair
- ☐ Walk-in
- ☐ Office of the Attorney General Web Site
- ☐ Recruitment Coordinator
- ☐ College or University Placement Center
- ☐ On Campus Interview (OCI)
- ☐ Other (please specify) _____