



OFFICE OF THE ATTORNEY GENERAL LAW CLERK APPLICATION

Applicants must submit a résumé, 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: _____

Driver's License: _____
 State DL Number

E-Mail: _____

Do you have any relatives who work for the Office of the Attorney General? Yes No

If yes, identify name(s) and relationship(s):

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

Have you ever been convicted of a felony? Yes No

A pre-employment criminal background check is mandatory for all OAG positions, including employees, interns, and volunteers.

REQUESTED CLERKSHIP SCHEDULE

Date available to begin work: _____ Semester: Fall Spring Summer

Proposed clerkship 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 _____

Current status: Full-time Student Part-time Student

Cumulative GPA: _____ (based on a GPA scale of _____). Class rank: _____ out of _____.

Are you seeking academic credit for your clerkship?: No Yes (details identified below):

Advisor: _____

Advisor's telephone number: _____

Total number of clerkship hours required for credit: _____

Clerkship hours per week required for credit: _____

Placement deadline: _____

EDUCATION

Undergraduate University & Law School	Dates Attended From / To				Hours Completed	Graduated (yes/no)	Degree

CLASSIFICATION

1L 2L 3L Graduate (awaiting bar results)

SKILLS & ABILITIES (check the appropriate areas)

Computer knowledge:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Internet Research
- HTML

Legal Knowledge:

- Legal Writing
- Legal Research
- Brief Writing
- Drafting Pleadings
- Westlaw
- Lexis

General:

- Public Speaking
- Foreign Language(s)

EXPERIENCE & INVOLVEMENT

Describe what you expect to gain from a clerkship at the Office of the Attorney General.

Identify any experience(s) you have had that could benefit you in a legal clerkship.

Identify any honors or awards you have received.

Identify your community involvement (e.g., volunteering, public service).

PROFESSIONAL OR PERSONAL REFERENCES

Name	Address	Telephone	Relationship
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EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____

Telephone _____

Number _____

How did you hear about the OAG Law Clerk Program?

- Office of the Attorney General website
 - Career Fair
 - College or University Placement Center/Career Services
 - On Campus Interview (OCI)
 - Professor
 - Fellow law student
 - Other (please specify)
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List areas of law in order of preference or interest.

1: _____
2: _____
3: _____
4: _____

List your divisions in order of preference. Final placement will depend upon division workloads and staffing needs. For more information on the divisions, click [here](#).

1: _____
2: _____
3: _____
4: _____

BY SUBMITTING YOUR APPLICATION ELECTRONICALLY, YOU ARE INDICATING YOUR UNDERSTANDING AND ACCEPTANCE OF THE FOLLOWING:

1. I hereby certify that the statements in this application, as well as those on any attachment(s) to this form, are to the best of my knowledge, true and correct. I agree that any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from the agency.
2. I authorize the OAG to communicate with any former employer, school, official, or reference. I hereby release all employers, schools, and individuals from any liability for any damage whatsoever resulting from giving information about me.
3. I understand that all candidates for positions at the OAG are subject to a criminal background check.

For mailed-in applications, sign here to acknowledge understanding and acceptance of these statements.

Signature

Date

Email your application to the Law Clerk and Intern Coordinator
Loretta.Aranda@texasattorneygeneral.gov