



**OFFICE OF THE DISTRICT ATTORNEY  
HARRIS COUNTY, TEXAS**

Availability Date: \_\_\_\_\_

Attach Photograph

Position as an Administrative Assistant

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.

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Date: \_\_\_\_\_

1. Full Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)
2. Address \_\_\_\_\_ Home Phone \_\_\_\_\_ (Listed/  
Unlisted?)  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_
3. How many years have you resided in Harris County? \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_
5. Are you a U. S. Citizen? \_\_\_\_\_
6. Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_
7. Is there any reason why you cannot perform all secretarial/clerical functions for 40 hours each week?  
\_\_\_\_\_
8. How many weeks last year did you fail to work 40 hours (excluding vacation time)? \_\_\_\_\_

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9.

<u>Education</u>	<u>Name and Location of Institution</u>	<u>Dates Attended</u>	<u>Specialty</u>	<u>Degree</u>	<u>Grade Avg.</u>
High School					
College, Business School, or Other					

10. a) Computer programs used: \_\_\_\_\_  
b) Typing speed: \_\_\_\_\_ WPM  
c) Office machines operated: \_\_\_\_\_
11. Languages you can fluently speak and/or read, other than English: \_\_\_\_\_
12. State any other abilities you have that in our opinion especially qualify you for the position you seek:  
\_\_\_\_\_

13. Legal or law enforcement training or experience you have had: \_\_\_\_\_  
\_\_\_\_\_
14. List persons you know that work for Harris County and their department: \_\_\_\_\_  
\_\_\_\_\_
15. List relative employed by the Harris County District Attorney: \_\_\_\_\_  
\_\_\_\_\_
16. List any additional information you think would be beneficial or detrimental concerning your knowledge, skills, experience, leadership positions, or lifestyle routines relevant to the job for which you are applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. CAVEAT – If employed here, your fingerprints will be submitted to the F.B.I. (F.B.I. records are frequently omitted from the operative effect of otherwise valid expunction orders.)  
Have you ever been arrested, charged, or convicted for any offense anywhere other than minor traffic violations? \_\_\_\_\_
18. Are you or any of your relatives, friends, or acquaintances currently charged with a criminal offense or under investigation for a criminal offense? If so, please detail: \_\_\_\_\_  
\_\_\_\_\_

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19. a) Employment Experience (List most current first):
- From \_\_\_\_\_ To \_\_\_\_\_ Years \_\_\_\_\_
- Salary \_\_\_\_\_ Title \_\_\_\_\_
- Employer \_\_\_\_\_ Address \_\_\_\_\_
- Reference \_\_\_\_\_ Phone \_\_\_\_\_
- Responsibilities \_\_\_\_\_
- Reason for Leaving this Employment \_\_\_\_\_

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- From \_\_\_\_\_ To \_\_\_\_\_ Years \_\_\_\_\_
- Salary \_\_\_\_\_ Title \_\_\_\_\_
- Employer \_\_\_\_\_ Address \_\_\_\_\_
- Reference \_\_\_\_\_ Phone \_\_\_\_\_
- Responsibilities \_\_\_\_\_
- Reason for Leaving this Employment \_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Years \_\_\_\_\_

Salary \_\_\_\_\_ Title \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Reference \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving this Employment \_\_\_\_\_

(USE AN ADDITIONAL PAGE IF NECESSARY)

b) If currently employed may we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

c) Have you ever been terminated from employment? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain:

\_\_\_\_\_

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I understand that nothing contained in this application or in the granting of an interview with the Hiring Committee, creates a contract between the Harris County District Attorney’s Office; Harris County, Texas; or its governing body, The Commissioner’s Court of Harris County, Texas, and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me and I understand that no such promise or guarantee, if made, is binding upon The District Attorney, Commissioner’s Court, or Harris County, Texas, unless made in writing. If an employment relationship is established, I acknowledge that no consideration has been furnished to The District Attorney, Commissioner’s Court, or Harris County, Texas, for my employment other than my services, and I understand I have the right to terminate my employment at any time, and that The District Attorney, Harris County, Texas, and Commissioner’s Court of Harris County, Texas, have that same right.

I understand that any falsity on this application constitutes a basis for a refusal to establish an employment relationship, and if an employment relationship is established, such falsity constitutes a basis for immediate termination.

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**I HEREBY CERTIFY THAT THE INFORMATION PROVIDED BY MYSELF WITHIN THIS APPLICATION IS TRUE AND CORRECT. I HEREBY AUTHORIZE THE DISTRICT ATTORNEY’S OFFICE TO CONDUCT WORK HISTORY, PERSONAL REFERENCE, AND CRIMINAL HISTORY RECORD INQUIRIES TO DETERMINE MY ACCEPTABILITY FOR EMPLOYMENT.**

DATE: \_\_\_\_\_ APPLICANT \_\_\_\_\_