



Office of the District Attorney

Harris County, Texas

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.

Position:

ASSISTANT DISTRICT ATTORNEY

Instructions: **(1)** Mail signed application, resume and official transcript to HIRING COORDINATOR, 1201 FRANKLIN, SUITE 600, HOUSTON, TX 77002; or **(2)** Email application, resume and official transcript to ADAResumes@dao.hctx.net.

APPLICANT

Date: _____

Last Name	_____	First Name	_____	Middle Name	_____	Other Last Names	_____
CURRENT ADDRESS:	_____						
City, State, and Zip:	_____						
PERMANENT ADDRESS:	_____						
City, State, and Zip:	_____						
Phone:	_____			Email:	_____		
Date of Birth:	_____	Place of Birth:	_____		Are you a U.S. Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Social Security Number:	_____			Driver License Number:	_____		

EDUCATION

	Institution Name and Location	Attend Dates	Specialty	Grade Point	Rank
HighSchool:	_____	_____	_____	_____	_____
UnderGrad:	_____	_____	_____	_____	_____
UnderGrad:	_____	_____	_____	_____	_____
PostGrad:	_____	_____	_____	_____	_____
LawSchool:*	_____	_____	_____	_____	_____

* Official Transcript Required

QUALIFICATIONS

Date(s) you have taken the Texas/other **Bar Exam**: _____ Date passed **MPRE**: _____

Date licensed as an attorney: _____ Texas Bar Number: _____

If not, when do you plan to take the Texas Bar Exam? _____

If you have not yet graduated from law school, how many hours do you have to date? _____

Please mark all that apply:

<input type="checkbox"/> moot court team	<input type="checkbox"/> moot court participation	<input type="checkbox"/> mock trial team
<input type="checkbox"/> mock trial participation	<input type="checkbox"/> trial advocacy course	<input type="checkbox"/> trial advocacy awards
<input type="checkbox"/> criminal judicial clerkship	<input type="checkbox"/> criminal clinic	<input type="checkbox"/> actual jury trial experience

Have you ever **interned** at a District Attorney's Office? Yes No If yes, when and with whom? _____

Have you ever **applied before** with the Harris County District Attorney's Office? Yes No If yes, when and with whom interviewed? _____

List people you know who work for the Harris County District Attorney's Office: _____

List relative(s) employed by the Harris County District Attorney's Office: _____

List **law enforcement training** or experience you have had: _____

List **languages** besides English that you speak write fluently: _____

Do you know of any reasons why you could not work **at least** a 40-hour week? Yes No If yes, please explain:

LAW VIOLATIONS

IMPORTANT TO NOTE: If employed here, your fingerprints will be submitted to the FBI. FBI records are frequently omitted from the operative effect of an otherwise valid expunction order.

Have you ever been arrested, charged, or convicted for any offense anywhere other than minor traffic violations?

Yes No If yes, please explain each and every occurrence:

Are you or any of your relatives, friends, or acquaintances **currently charged with a criminal offense or under investigation** for a criminal offense? If yes, please explain:

EMPLOYMENT HISTORY – LIST ALL EMPLOYMENT (do not refer to resume)

Current Employer:	Salary:	Title:	Yrs:	From:	To: Present
Reference:	Address:			Phone:	
Responsibilities:					
If necessary, is it okay to contact current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Employer:	Salary:	Title:	Yrs:	From:	To:
Reference:	Address:			Phone:	
Responsibilities:					
Reason for leaving this employment:					
Employer:	Salary:	Title:	Yrs:	From:	To:
Reference:	Address:			Phone:	
Responsibilities:					
Reason for leaving this employment:					
Employer:	Salary:	Title:	Yrs:	From:	To:
Reference:	Address:			Phone:	
Responsibilities:					
Reason for leaving this employment:					

If needed, go to [ADDITIONAL OPTIONAL ATTACHMENT](#) for More Work History

ACKNOWLEDGEMENT AND SIGNATURE

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; 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 a 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.

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 Signature: _____

Applicant Printed Name: _____

Interviewer and Date:

MORE WORK HISTORY – Additional Optional [Attachment](#)

Employer:	Salary:	Title:	Yrs:	From:	To:
Reference:	Address:			Phone:	
Responsibilities:					
Reason for leaving this employment:					

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Reference:	Address:			Phone:	
Responsibilities:					
Reason for leaving this employment:					

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