

Are you able to work **at least** a 40 hour work week? Yes No

Are you legally authorized to work in the United States? Yes No

LAW VIOLATIONS

IMPORTANT TO NOTE: Law violations will not necessarily disqualify you from employment consideration. Violations will be evaluated based on factors including the nature and gravity of the offense or conduct, the time that has passed, and the nature of the position.

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 family, relatives, friends, or acquaintances **currently charged with a criminal offense or under investigation** for a criminal offense?

Yes No 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:	Email:		
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:	Email:		
Responsibilities:						
Reason for leaving this employment:						
Employer:		Salary:	Title:	Yrs:	From:	To:
Reference:	Address:		Phone:	Email:		
Responsibilities:						
Reason for leaving this employment:						
Employer:		Salary:	Title:	Yrs:	From:	To:
Reference:	Address:		Phone:	Email:		
Responsibilities:						
Reason for leaving this employment:						

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

ACKNOWLEDGEMENT AND SIGNATURE

Candor in the Application Process. I verify that all of the information on this application and on resumes and exhibits submitted to the Bexar County District Attorney’s Office is true, correct, and complete. I have not omitted any information sought by the Bexar County District Attorney’s Office. I understand that any false, misleading, incomplete or omitted information on this application or in resumes and exhibits submitted to the Bexar County District Attorney’s Office will result in ineligibility for employment or termination of employment, whenever discovered.

Application and Interview Do Not Constitute an Offer. I understand that neither the acceptance of this application by the Bexar County District Attorney’s Office nor the granting of an interview with the Bexar County District Attorney’s Office constitute a job offer, an employment contract, or any entitlement to benefits from anyone. No promises regarding employment have been made to me and I understand any such promise or guarantee, if made, is not binding upon the Bexar County District Attorney unless made in writing.

Background Checks and Release of Liability. I hereby authorize the Bexar County District Attorney’s Office to conduct work history, personal reference and criminal history record inquiries to determine my acceptability for employment.

Employment is At-Will. I understand and acknowledge that employment with the Bexar County Criminal District Attorney’s Office and Bexar County, Texas is “employment at will.” That is, if I receive the position, I may be terminated without notice at anytime, for any reason, or no reason at all. I further understand and acknowledge that any offer of salary made to me by the Bexar County Criminal District Attorney’s Office or Bexar County, Texas is merely an offer and does not constitute a one-year contract that requires good cause for termination or creates an obligation to pay a pro-rata share of the salary.

Date: _____ Applicant Signature : _____

Applicant Printed Name: _____

Interviewer and Date:

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

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

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

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

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

Background Information:

For all questions marked “Yes”, provide additional information on attached paper. The circumstances of each event listed will be considered. Giving us the information we ask is voluntary. However, we may not be able to complete your application, or complete it in a timely manner, if you do not give us each item of information requested. This may affect your employment prospects with this Office.

Yes No

Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer “No”. If “Yes”, provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.)		
Have you ever been employed by an Elected Official? (If “Yes”, provide the name, location, dates of employment, and duties performed.)		
Do you have any liens imposed by a court or Government entity? (If “Yes”, provide the amount and description of each lien).		
During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be terminated, did you leave any job by mutual agreement because of specific problems? (If “Yes”, provide the date, an explanation of the problem and reason for leaving, and the employer’s name and address.)		
Are you delinquent on any Federal or State debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans. (If “Yes”, provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.		
If employed as an Assistant District Attorney, will you have income from any other source?		
Do you have any investments, property or financial obligations which might in any way, be in conflict with the Office of the Criminal District Attorney of Bexar County?		
Have you ever been a candidate for, or been appointed to, any elective public office?		
Have you ever been disciplined by any segment of the bar, including, but not limited to, any local, district or State grievance authority?		
Are any charges now pending against you, either in court or before a grievance committee, or has any such charge been threatened?		
Have you been sued?		
Do any of your relatives work for any Bexar County department or affiliate? (Includes: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister. If “Yes”, provide the name, relationship, and the Bexar County department or affiliate for which your relative works.)		
Are there any restrictions placed on your admission to the State Bar of Texas? (If “Yes”, provide the details of the restrictions and a copy of all correspondence from the Bar pertaining to these restrictions.)		

Extent and Type of Legal Experience

List the number of cases and legal actions handled as lead counsel:

Cases settled prior to institution or suit or filing of criminal charges		Jury arguments made	
Cases filed on behalf of plaintiffs and/or number of appearances filed on behalf of defendants		Cases tried to a verdict in a court of record	
Contested pre-trial motions submitted		Cases handled to a conclusion before administrative agencies	
Oral Depositions taken		Appellate briefs prepared	
Cases settled after institution of suit or filing of criminal charges		Oral arguments made in appellate courts	
Juries selected		Other	

Use the following spaces to reflect the major substantive fields in which you have worked (including both civil and criminal practice), indicating an estimate of the percentage of your total experience. This listing should reflect the range of your entire career in law practice up to the time of your application. "Experience" includes office practice, administrative law, pre-trial, trial and appellate processes, and including evaluating, handling and resolving criminal and civil controversies both prior to the filing of suit or charges, regardless of what stage the litigation reached before settlement, dismissal or judgment.

General Contract		Business Torts	
General Commercial		Fraud & Fiduciary Breach	
Corporate & Partnership		Securities	
Construction		Antitrust	
Creditor & Debtor Rights		Wills, Estates & Trusts	
Consumer Remedies		Professional Liabilities	
Real Property & Condemnation		Personal Injury & Death	
Intellectual Properties		Criminal	
Oil, Gas & Minerals		Family	
Administrative		Labor	
Taxation		Public Interest Law	
Environmental		Other	



Office of the Criminal District Attorney

Bexar County, Texas

BACKGROUND CHECK RELEASE AND WAIVER

I understand that I must pass a background investigation in order to be considered for appointment in the District Attorney's Office. If I do not pass the background investigation, I understand that I will no longer be considered for employment.

I hereby authorize the Bexar County District Attorney's Office to conduct work history, personal reference and criminal history record inquiries to determine my acceptability for employment.

I understand that if the District Attorney's Office concludes that there is disqualifying information as a result of a background investigation, if there is an offer of employment it will be withdrawn and I will be subject to immediate dismissal. I also understand that if I falsified or omitted required information, or failed to cooperate with reasonable investigations related to my application for this position, my employment may be terminated.

NAME (PLEASE PRINT)

SIGNATURE

DATE

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Office of the District Attorney, I am required to furnish information for use in determining my qualifications for this position. In this connection, I authorize you to release all information other than information protected by HIPAA, ADA, or FMLA that you have concerning me including information of a confidential or privileged nature, and to provide copies of documents as may be required by the District Attorney's background Investigator.

I hereby release you, your organization, or others from liability or damage that may result from providing the information requested. This authorization expires one year after the date signed.

NAME (PLEASE PRINT)

SIGNATURE

DATE

BACKGROUND CHECK INFORMATION

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: _____

Social Security Number: _____ Driver License Number: _____

Issuing State: _____

Social Media Accounts (include your account name):

Facebook _____ Twitter _____ Instagram _____ Other _____