79th Judicial District Attorney Internship Program
Information Sheet and Frequently Asked Questions

- **When can I apply?** The District Attorney will begin processing applications for interns. Please note that applications for the Internship Program will start June 1, 2014 for the 2014 Internship Program period and the interns selected will start as early as June 15, 2014.

- **How long will my application remain on file?** Your application will be active for the remainder of the calendar year.

  Do I need a referral from a Texas Workforce Center? No.

- **May I include a resume with my application?** A resume is not acceptable as a substitute, but you are encouraged to attach one to your completed application.

- **Should I include anything else with my application?** It is very important that you attach proof of your *highest level of education*, as the pay rate of each intern will be based on your level of education held at the time that each applicant is accepted into the internship program. You may attach copies of your diploma, transcript, licenses, military service record (DD-214), etc.
- **Do I need to take a special test?** The Vacancy Announcement will indicate what kind of test, if any, is required for the position you are applying for. If you do take a test, your scores are good for one year.

- **Can I complete the employment application online?** No. You must submit it to our office in person, by mail, by e-mail (.pdf format) or by fax.

- **What happens to my application when I turn it in to the District Attorney's Office?** It is compared to other applications submitted. Several people may be selected for an interview for the office. If you have worked with this office before an interview may not be necessary.

- **Will your office complete a background check?** YES. We will look through the system for any criminal record.

- **May I call your office to find out the status of my application?** Yes.

- **Do I need references?** Yes.

- **Will you contact my current employer?** Please notify us if you do not wish us to contact your current employer and we will try to honor your wishes.

Return your completed application to:

Carlos Omar Garcia
District Attorney
79th Judicial District
P.O. Box 3157, Alice, Texas 78333
Phone (361) 668-5716, Fax: (361) 668-9974
Email:district.attorney79@ymail.com

REVISED 04-01-2014

79TH JUDICIAL DISTRICT ATTORNEY'S OFFICE INTERNSHIP APPLICATION

District Attorney Carlos Omar Garcia is an Equal Opportunity Employer.

This application is part of the evaluation process by which you can qualify to work for the 79th Judicial District Attorney's Office during the term of District Attorney Carlos Omar Garcia. Read and answer all questions completely and carefully. When you turn it in, this form and all attachments become the property of 79th Judicial District Attorney's Office and will not be returned to you. Please print with a back or blue pen.

NAME:_____ SSN:_____-_____-_____
(Last, First, M.I)

ADDRESS:_____ PHONE: (_____)_____
(Street Number and Name) (Apartment No.) (Home)

_____ (_____)_____
(City State ZIP Code) (Work / other phone)

LOCATION: Are you willing to work anywhere in Jim Wells or Brooks County? _____

Are you interested in -- a *paid internship*? [ ] Yes [ ] No -- a *temporary* job? [ ] Yes [ ] No -- volunteering? [ ] Yes [ ] No Can you work: evening / night shifts: [ ] Yes [ ] No weekends: [ ] Yes [ ] No	If you now work for Jim Wells or Brooks County, or if you have in the past, show the department(s) and dates. Department:_____ Dates: _____ to _____
Do you possess a valid Driver's License? Driver's license #: _____ State: _____ Expires: _____	Do you know another language? _____[Speak] [Read] [Write]

For Office Use Only:

Clerical Test 1 Score: _____; Typing Speed: _____; Error Rate: _____%

Clerical Test 2 Score: _____; Typing Speed: _____; Error Rate: _____%

LECSE date #1: _____; Score: _____ LECSE date #2:_____; Score: _____

Other Tests: _____

EDUCATION AND TRAINING

PROOF of highest level education is required: To receive credit for your education & training, you must attach copies of your highest level DIPLOMA, TRANSCRIPT, and/or CERTIFICATES.

School Diploma from:_____	OR: [ ] GED Certificate
City and State: _____	OR: [ ] Highest grade completed: _____

For Office Use only:
LAST NAME, FIRST, MI_____
MO/DAY/YR_____

College, University, or Vocational School City, State	Major / Minor	Credit Hours	GPA	Degree Earned

Licenses / Certificates: List any current license, certificate or other proof of professional development related to the job you are applying for. Attach a copy of the document to this application.

License / Certification / Registration	Issuing Agency	Expires
1.		
2.		

PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS

	YES	NO
1. Have you been dismissed or asked to resign from a job within the last 5 years?	[ ]	[ ]
2. Have you ever been convicted of a crime? Have you ever entered a plea of guilty in a civilian or military court? *(You may leave out minor traffic violations).*	[ ]	[ ]
3. Have you ever been discharged from the Armed Forces under Other than Honorable Conditions?	[ ]	[ ]
4. Is your driver's license currently restricted, suspended, or revoked?	[ ]	[ ]
5. Do you have any objection to our calling your current employer about your qualifications and work record? If so, why? _____	[ ]	[ ]
6. Do you, or does your spouse, have any relative working for, or holding office in, the Jim Wells or Brooks County government? *(If so, write the names below.)*	[ ]	[ ]

Name: _____ Relationship: _____ Dept.: _____

Name: _____ Relationship: _____ Dept.: _____

Name: _____ Relationship: _____ Dept.: _____

WORK HISTORY

Describe your jobs (and military service) for the past 10 years. Include earlier experience only if it is directly related to the job you are applying for. Begin with your present or most recent employment. Incomplete or general information (such as "see resumé") will reduce your chances of consideration.

Job Title:	Employer: Current (or Last) Job	
This job is: [ ] Full-time: _____ hours per week [ ] Part-time: _____ hours per week [ ] Volunteer: _____ hours per week	Address:	Phone:
	City, State, & ZIP	
	Supervisor's name:	

Start date:	End date:	Beginning pay:	Final pay:
_____ / _____ (month) (year)	_____ / _____ (month) (year)	$ _____ per _____	$ _____ per _____

For Office Use only:	My main duties & responsibilities are:
	My reason for leaving:

Job Title:	Employer: ↑	
This job was: [ ] Full-time: _____ hours per week [ ] Part-time: _____ hours per week [ ] Volunteer: _____ hours per week	Address:	Phone:
	City, State, & ZIP	
	Supervisor's name:	

Start date:	End date:	Beginning pay:	Final pay:
_____ / _____ (month) (year)	_____ / _____ (month) (year)	$ _____ per _____	$ _____ per _____

For Office Use only:	My main duties & responsibilities were:
	My reason for leaving:

WORK HISTORY (continued)

Job Title:	Employer:	
This job was: [ ] Full-time: _____ hours per week [ ] Part-time: _____ hours per week [ ] Volunteer: _____ hours per week	Address:	Phone:
	City, State, & ZIP	
	Supervisor's name:	

Start date:	End date:	Beginning pay:	Final pay:
_____ / _____ (month) (year)	_____ / _____ (month) (year)	$ _____ per _____	$ _____ per _____

For Office Use only:	My main duties & responsibilities were:
	My reason for leaving:

Job Title:	Employer: ↓	
This job was: [ ] Full-time: _____ hours per week [ ] Part-time: _____ hours per week [ ] Volunteer: _____ hours per week	Address:	Phone:
	City, State, & ZIP	
	Supervisor's name:	

Start date:	End date:	Beginning pay:	Final pay:
_____ / _____ (month) (year)	_____ / _____ (month) (year)	$ _____ per _____	$ _____ per _____

For Office Use only:	My main duties & responsibilities were:
	My reason for leaving:

ATTACH ADDITIONAL SHEET IF NECESSARY.

JOB SKILLS List any specific skills or experience you have, such as operation of machinery, knowledge of computer applications, use of 10-key calculator, etc. _____

_____

_____

MILITARY SERVICE

(Attach your DD-214, if available.)

If you are a veteran, in which branch did you serve? _____

Dates of service: from _____ to _____ . Describe your main duties or specialty & your primary training: _____

_____

_____

PERSONAL REFERENCES

List 2 people who have known you for at least 3 years. **Do not** include relatives or former employers.

Name	Occupation / Workplace	Phone	Yrs. known

ADDITIONAL INFORMATION

PLEASE PROVIDE ANY ADDITIONAL INFORMATION ABOUT YOUR BACKGROUND THAT YOU WOULD LIKE TO BE INCLUDED FOR CONSIDERATION IN YOUR APPLICATION .

RELEASE AND AUTHORIZATION *(Read carefully before you sign below.)*

By submitting this application, I acknowledge that I understand the following:

- any attachment I make to this application form becomes the property of 79th Judicial District Attorney and subsequently the 79th Judicial District Attorney's Office and will not be returned;
- if there is a change in my address, home phone number, or name, I must notify the District Attorney either in person or in writing, within 10 working days;
- as a condition of employment, I must provide, no later than the closing date of the announcement under which I am applying, proof of highest level education/schooling and of military service (if applicable). If actually employed, I must also furnish proof of social security number and of eligibility to work in the U.S.;
- if I am offered an internship position, I may be required to pass a drug test, and I may be required to pass a physical examination;
- the information given by me in my application may be investigated. I authorize the 79th Judicial District Attorney and his officials to obtain from personal references, from educational institutions, and from my former and current employers all data needed to support this application (subject to reservations regarding my current employer, as noted above on page 2, question 5);
- misrepresentation in this application will be considered just cause for rejection from consideration or for dismissal from the internship program;
- as a condition of employment with the upcoming term of the 79th Judicial District, I agree to abide by the Office's Drug Free Workplace Policy, as well as all other organizational policies and regulations; and
- as a condition of employment with Jim Wells or Brooks County, I agree to abide by the policies and regulations adopted by the county.
- as a condition of employment with the 79th Judicial District Attorney's Office, I agree to abide by the policies and regulations adopted by the District Attorney's Office.

Signature:_____ **Date**: _____

If the applicant is under the age of eighteen (18), a parent or legal guardian must sign below approving the release and authorization.

Signature: _____ Date: _____

Printed Name: _____ Relation to Applicant: _____

79TH JUDICIAL DISTRICT ATTORNEY INTERN PROGRAM PAY SCHEDULE

INTERN LEVEL	HOURS APPROVED PER WEEK; PER PERIOD	HOURLY PAY RATE
LEVEL 1- HIGH SCHOOL JUNIOR	UP TO 20/WEEK; 80/PERIOD	$8.00
LEVEL 2-HIGH SCHOOL SENIOR	UP TO 20/WEEK; 80/PERIOD	$8.00
LEVEL 3-COLLEGE FRESHMAN	UP TO 20/WEEK; 80/PERIOD	$8.50
LEVEL 4- COLLEGE SOPHOMORE	UP TO 20/WEEK; 80/PERIOD	$8.50
LEVEL 5- COLLEGE JUNIOR	UP TO 20/WEEK; 100/PERIOD	$9.00
LEVEL 6- COLLEGE SENIOR	UP TO 20/WEEK; 100/PERIOD	$9.00
LEVEL 7- GRADUATE STUDENT	UP TO 25/WEEK; 150/PERIOD	$9.50-$12.00
LEVEL 8-TEMP. TRIAL CARD*	UP TO 30/WEEK; 175/PERIOD	$12.00-15.00

1. INTERN LEVEL WILL BE BASED ON HIGH SCHOOL GRADE LEVEL OR COLLEGE CREDITS EARNED AT THE TIME THAT THE INTERN IS ACCEPTED INTO THE DA INTERN PROGRAM.
2. AN INTERN'S ACCEPTANCE DATE SHALL BE THE FIRST DAY THE INTERN IS SCHEDULED FOR WORK.
3. COLLEGE CREDITS WILL ONLY BE CONSIDERED ONCE A HIGH SCHOOL DIPLOMA OR GED IS AWARDED TO THE APPLICANT.
4. THE MAXIMUM PERIOD FOR AN INTERN TO COMPLETE THE TOTAL HOURS APPROVED FOR THE INTERN PERIOD IS 8 WEEKS.
5. INTERNS ARE LIMITED TO ONE INTERNSHIP EACH CALENDAR YEAR. INTERNS SELECTED DURING THE CURRENT YEARLY CYCLE ARE ENCOURAGED TO APPLY FOR THE NEXT YEAR'S PROGRAM.
6. TEXAS LAW PROHIBITS THE DISTRICT ATTORNEY FROM HIRING APPLICANTS RELATED TO HIM WITHIN THE 2ND DEGREE OF MARRIAGE OR 3RD DEGREE OF BLOOD.
7. HIGH SCHOOL LEVEL WILL BE DETERMINED BY THE GRADE THE APPLICANT HAS BEEN PROMOTED TO AT THE TIME THAT THE INTERNSHIP STARTS, NOT WHEN THE APPLICATION IS TURNED IN.
8. COLLEGE LEVEL WILL BE BASED ON CREDIT HOURS. FRESHMAN- 30 HOURS OR LESS; SOPHOMORE- 31-60 HOURS; JUNIOR- 61-90 HOURS; SENIOR- 91 OR MORE HOURS.
9. LEVEL 8* IS RESERVED FOR INDIVIDUALS WHO HAVE RECEIVED A TEMPORARY TRIAL CARD FROM THE TEXAS STATE BAR. IF YOU ARE A 3RD-YEAR LAW STUDENT OR AN UNLICENSED LAW SCHOOL GRADUATE AND WANT TO WORK IN A COURTROOM UNDER SUPERVISION OF AN ATTORNEY, VISIT THE TEXAS STATE BAR WEBSITE TO DOWNLOAD THE APPLICATION AND AUTHORIZATION FORM. FOR MORE INFORMATION, CONTACT REMI CARBAJAL AT THE STATE BAR OF TEXAS' MEMBERSHIP DEPARTMENT AT (800)204-2222 (EXT 1840).
10. PLEASE NOTE THAT PAID INTERN POSITIONS ARE LIMITED. ALL ELIGIBLE APPLICANTS WHO MARK "PAID INTERNSHIP" AND/OR "TEMPORARY JOB" WILL BE CONSIDERED FOR PAID POSITIONS. IN THE EVENT THAT ALL PAID POSITIONS HAVE BEEN FILLED AND YOU ARE INTERESTED IN BEING CONSIDERED FOR AN INTERNSHIP WITHOUT PAY, PLEASE MARK "VOLUNTEERING" ON PAGE 2 OF THIS APPLICATION.

79TH JUDICIAL DISTRICT ATTORNEY'S OFFICE

APPLICANT DEMOGRAPHICS DATA

The following Equal Employment Opportunity information is requested in order for us to comply with various regulations and so that we may review our employment program. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, or disability. **COMPLETION OF THIS FORM IS VOLUNTARY**. *This information is not part of the hiring process.*

Date: _______________

Name:____ Social Security #: ________-______-_________.
(Print) Last First MI

Position applied for:_____________________________________ Date of Birth:________/______/____________

PLEASE CHECK ONE BLOCK IN EACH CATEGORY:

ETHNIC BACKGROUND:
- o White
- o Black
- o Mexican-American / Hispanic
- o Asian / Pacific Islander
- o American Indian / Alaskan Native

SEX:
- o Male
- o Female

NATIONAL ORIGIN:
- o U. S. A.
- o Other country:_____________

EDUCATIONAL BACKGROUND:
- o H. S. graduate or GED
- o Assoc. of Arts degree
- o B.A. / B.S. degree
- o other: ____________________

VETERAN STATUS:

1. Are you a veteran of the U.S. military with at least 180 consecutive days of active duty? o Yes o No
   Service dates: ________________________ to __________________________ .

2. Are you a veteran of the Vietnam Era (Aug. 5, 1964 through May 7,1975)? o Yes o No

3. Are you entitled to disability compensation under laws administered by the VA? o Yes o No
   Percent of disability received: _________________

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RECRUITMENT SOURCES How did you learn of this job opportunity? Please check the **one best answer**:

- o I heard about it through a local BAR association.
- o I saw the web site job listings (Internet)
- o I just walked in
- o I read the newspaper ad
- o Texas Workforce Commission referral
- o I saw the Vacancy Announcement at ____________
- o From a County employee (relative)
- o From a County employee (friend)
- o At a Job Fair / Career Day
- o Texas Rehabilitation Commission referral
- o Other:____________________________

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THE 79TH JUDICIAL DISTRICT ATTORNEY'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

REVISED 04-01-2014