

# **Guide to the Appointment Application**

## **GENERAL NOTES ON COMPLETING THE APPLICATION**

Please respond to each question and provide your answers in the space allotted. If you need additional space for any question, you may attach a separate sheet.

Your application will be considered incomplete if  
it is not signed;  
you do not answer every applicable question; or  
you do not include a resume.

A brief resume is required, but it will not substitute for completing the information where it is requested on the application.

*Any information provided on the application or attached may be subject to the Texas Public Information Act. This means that an individual requesting copies of the information in your file or requesting to view your file may be provided access to that information.*

Judicial candidates must complete the Appointment Application as well as a Judicial Questionnaire.

Attorneys and current or former judges must complete the State Bar and Judicial Conduct Release.

Appointment to a Board or Commission may require the annual filing of a [Personal Financial Statement \(PFS\) Form](#) with the Texas Ethics Commission.

### **Section 1. Personal Information**

Provide your full name and your spouse's full name. Please note the "Preferred Name" field if there is a particular name by which you prefer to be addressed.

The "Home Address" field should be completed with a street address where you are registered to vote.

The "Mailing Address" field should be completed if the mailing and physical address are different.

The State Senator (please note, this is not U.S. Senator) and State Representative fields may be completed with only their last names and first initials. You may verify your State Senator and State Representative at: <http://www.fyi.legis.state.tx.us/Home.aspx>

### **Section 2. Photograph**

Provide a photograph that will fit into the space provided. Black and white or color prints are

**Section 3. State Board(s), Commission(s), or Task Forces of Interest to You**

Provide one or more entities for which you wish to be considered. A list of appointed positions is available on the Governor’s website at <http://governor.state.tx.us/appointments/positions>.

Make a notation if you want to be considered for an appointment in a general field (*e.g.*, higher education, health care, or technology). However, listing specific entities is the preferred option.

**Section 4. Employment Information**

“Profession” refers to a general description of your training or education (*e.g.*, attorney, chiropractor, or office manager).

**Section 5. Education/Training**

Under “Other” list any specialized training not specifically requested.

**Section 6. Employment History**

List your employers and other requested information detailing your employment history for a minimum of the previous ten years.

**Section 7. References**

Provide a minimum of five personal **and** professional references. If you are self-employed or retired, please include persons who know you in a professional or business capacity (as opposed to personal capacity), such as a banker or business colleague.

**Section 8. Professional Memberships**

List all organizations that you currently belong to in a professional or business capacity, including

If you have ever served