

# 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.
- 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. You may verify your State Senator and State Representative at:  
<http://www.capitol.state.tx.us/fyi/fyi.htm>

### Section 2. Photograph

- Provide a photograph that will fit into the space provided. Black and white or color prints are acceptable. Digital photographs may be submitted via e-mail. Photographs do not need to be studio quality, but please remember that they are subject to Public Information Requests.

**Section 3. Employment Information**

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

**Section 4. Education/Training**

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

**Section 5. Employment History**

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

**Section 6. Military Service**

- Provide the requested information if you have served in the military.

**Section 7. Spouse Information**

- Many statutes that govern boards and commissions restrict the employment of an appointee’s spouse. This information is necessary in order to ascertain any possible conflicts of interest.

**Section 8. Professional Memberships**

- List all organizations that you currently belong to in a professional or business capacity. If you wish to include past memberships, please list the dates.

**Section 9. Volunteer Participation**

- List any civic, community and/or religious activities and if you currently participate or did previously. If you have served in a leadership capacity in the past, list these under “Title/Position” and note as such (i.e. Past President, Former Committee Chair, etc.)

**Section 10. 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 11. Miscellaneous Information**

Most of these questions are self-explanatory, but there are a few items which need further explanation.

- “Material interest” is defined as a ten (10) percent or greater ownership or serving on the governing board of directors. This does not apply to mutual funds in which you do not exercise authority in investment decisions.
- If you serve in an elected office or on a board, commission or committee, please list each entity, your position and if you received compensation or reimbursement. If you receive neither, complete these fields with “none.”
- If you have a payment plan worked out and are current on those payments, then you are not considered to be in default or delinquent on a loan or taxes.

- On the question concerning licensing by a Texas state agency, you should include any licenses issued by a state agency (i.e. concealed handgun license, any occupational or professional license, etc.) Do not include your driver license or recreational licenses (i.e. hunting and fishing) in this section.

#### **Section 12. State Board(s), Commission(s), or Task Forces of Interest to You**

- Provide one or more entities for which you wish to be considered. The [List of Appointments to Boards and Commissions](#) as well as the current [Eligible Appointments](#) is available on the Governor's website or by calling the Appointments Office.
- Make a notation if you want to be considered for an appointment in a general field (i.e. higher education, health care, technology, etc.) However, listing specific entities is the preferred option.

#### **Section 13. Certification**

- This section includes information from applicants that is confidential in nature and may or may not be required to be released under a Public Information Request. Please make sure that this page prints separate from the remainder of the Application.
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#### **SUBMISSION OF APPLICATION**

- You may complete the application on your computer, print it and submit it to student government leadership on your campus. An original signature is required on the last page.