

# The State of Texas



## Secretary of State Intern Application

**NAME** \_\_\_\_\_  
(Last) (First) (Middle)

**TEMPORARY ADDRESS** \_\_\_\_\_ APT \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PH ( ) \_\_\_\_\_

**PERMANENT ADDRESS** \_\_\_\_\_ APT \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PH ( ) \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_ **CELL PHONE** ( ) \_\_\_\_\_

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**SPECIAL SKILLS** (list all special skills you possess or office equipment you can use in addition to specific types of software programs):

Have you previously participated in the Texas Secretary of State's Intern Program? \_\_\_\_\_

If yes, list specific dates:

\_\_\_\_\_ through \_\_\_\_\_  
Mo Day Yr Mo Day Yr

Have you served as an intern for another agency? \_\_\_\_\_ Agency: \_\_\_\_\_

Do you have any relatives who work for the Office of the Secretary of State? \_\_\_\_\_

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College you are attending? \_\_\_\_\_ Classification? \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Graduate Student? \_\_\_\_\_

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### WORK EXPERIENCE

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ PH ( ) \_\_\_\_\_

Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_

Duties: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ PH ( ) \_\_\_\_\_

Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_

Duties: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ PH ( ) \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ PH ( ) \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Duties: \_\_\_\_\_

Have you ever been convicted, as an adult, of a felony or subjected to a deferred adjudication on a felony charge? Yes  No   
If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

**PLACEMENT REQUEST**

Semester Preference: Fall  Spring  Summer

Positions within the Secretary of State's Intern Program are 20 hours per week and are scheduled Monday –Friday 8 a.m. – 12 noon or Monday – Friday 1 p.m. – 5 p.m. Select your preferred schedule.

Monday – Friday  
8 a.m. – 12 noon

**OR**

Monday – Friday  
1 p.m. – 5 p.m.

Summarize why you would like to serve in the Texas Secretary of State's Intern Program:

How did you hear of the Intern Program?

Will you receive or do you plan on seeking class credit for participation in this program?

yes  no

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please attach a resume to this application and mail to:**

**Office of the Secretary of State-Human Resources**

**P.O. Box 12887**

**Austin, Texas 78711**

**(512) 463-8000**

**or email to: [employment@sos.texas.gov](mailto:employment@sos.texas.gov)**

**The Office of the Secretary of State is an Equal Opportunity Employer.**

