

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 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. 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 any state bar associations. If you wish to include past memberships, please list the dates.

Section 9. Volunteer Participation

- List any civic, community and/or religious activities and indicate whether you participate currently or participated formerly. If you have served in a leadership capacity in the past, list these under "Title/Position" and note as such (*e.g.*, Past President or Former Committee Chair).

Section 10. Military Service

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

Section 11. Social Media Information

- Provide the requested information if you have a social media account.

Section 12. 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 13. 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) serving on the governing board of directors or (b) a ten (10) percent or greater ownership. This does not apply to any mutual funds in which you do not exercise authority in investment decisions.
- 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.

- If you have ever served on any local, state or federal government board, commission or committee or in any elected or appointed office, please list each entity, your position and indicate whether you received compensation or reimbursement. If you receive neither, complete these fields with “no.”
- On the question concerning licensing by a Texas state agency, you should include any licenses issued by a state agency (e.g., concealed handgun license or any occupational or professional license). Do not include your driver license or recreational licenses (e.g. hunting and fishing) in this section.

Section 14. 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.
- *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.*

OPTIONS FOR SUBMISSION OF APPLICATION

- The application is available for downloading on the Governor’s web site at <http://governor.state.tx.us/appointments/application>. You may complete the application on your computer, print it, and submit via mail, fax, overnight delivery, or hand delivery. You may also e-mail it to the Appointments Staff, but we require an original signature on the last page, which can be faxed.

Submit to:

Appointments Staff
Office of Governor Greg Abbott

Mailing Address

PO Box 12428
Austin, Texas 78711

Overnight Delivery

State Insurance Building
1100 San Jacinto
Austin, Texas 78701

Physical Address

Capitol Extension
Room E1.008

Phone/Fax

(512) 463-1828
(512) 475-2576 (fax)

E-mail Address

ServingTexas@gov.texas.gov (with scanned signature page)