



THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER

SUBMITTED TO: State Office of Administrative Hearings
(Agency)

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out the application form completely; If questions are not applicable, enter "NA". Do not leave questions blank. Resumes will be accepted for whatever additional information they contain, but not in place of a completed application. Be sure to sign the application when it is completed.

NAME CARD, Henry Duncan Social Security No. [Redacted]
(Last) (First) (Middle) (Initial)

ADDRESS (Current) [Redacted] (Street) [Redacted] (City) [Redacted] (State) [Redacted] (Zip) [Redacted] (Phone)

(Permanent) [Redacted] (Street) [Redacted] (City) [Redacted] (State) [Redacted] (Zip) [Redacted] (Phone)

Type of position desired Associate Administrative Law Judge

Salary expected \$ 27,500 Full-Time Part-Time Seasonal Date available for work at least two weeks after notification, more if possible
(for half-time)

Are you willing to work hours other than 8-5? Yes No If yes, when as required

Geographic preference Austin If appointed, are you willing and prepared to accept assignment or transfer to any part of the State of Texas where services are required? Yes No

Are you willing to travel? Yes No If yes, what percent of time? 10-20 Driver's License [Redacted] (State) (Number)

Have you ever been convicted of a felony? Yes No If yes, describe _____

EDUCATION:

Elementary or High School grade completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate or achieve GED? Yes No
(NOTE: TRANSCRIPTS MAY BE REQUIRED FOR VERIFICATION OF EDUCATION)

Type of School	Name and Location of School	Dates Attended				Number of Sem. Hrs. Completed	Graduated		Type Diploma or Degree	Major Field Of Study
		From		To			Yes	No		
		Mo.	Yr.	Mo.	Yr.					
COLLEGE OR UNIVERSITY	Princeton University	09	73	06	77	number required for graduation	<input checked="" type="checkbox"/>		B.A.	history
	University of Texas - Austin	09	79	06	82	number required for graduation	<input checked="" type="checkbox"/>		J.D.	law
TECHNICAL OR VOCATIONAL										

Current Licenses/Certifications/Registrations (indicate types and dates received): State Bar of Texas (Nov. 1982)

Special Skills/Qualifications: List all special skills you possess and machines or office equipment you can use, such as adding machines, dictation equipment, printing or graphics equipment, data processing equipment, etc. word processing (Microsoft Word S.O.); ability to learn other programs as needed

Approximate Words Per Minute In: Typing NA Dictation NA

Foreign Languages (list):

Language	SPEAK			READ			WRITE		
	Fair	Good	Excellent	Fair	Good	Excellent	Fair	Good	Excellent
<u>none</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MILITARY SERVICE: (active duty) Branch NA DATES: From _____ To _____

Are you in the Active Reserve? Yes No

(NOTE: A CERTIFIED PHOTOSTATIC COPY OF A REPORT OF SEPARATION FROM THE ARMED FORCES MAY BE REQUIRED.)

EMPLOYMENT RECORD: Please indicate at least the last 10 years of employment. Start with present or most recent position and work back. Include military service. Use additional sheets if necessary.

Employer: *Texas Public Utility Commission*
 Mailing Address: *7800 Shoal Creek Blvd.*
 City and State: *Austin, Tx 78757*
 Type of Business: *regulatory agency*
 Full Time
 Part Time
 Seasonal
 Starting Date: *10 '83* Leaving Date: *NA* Starting Base Salary: *approx. \$20,000* Ending Base Salary: *\$59,160* Starting Position Title: *Hearings Examiner* Present or Last Title: *Administrative Law Judge/Assistant*
 Immediate Supervisor: *Mary Ross (Polly) McDonald* Ph: *(512) 458-0234*
 Briefly describe your duties and responsibilities: *As an assistant director, I supervise several other administrative law judges and hearings examiners and help to prepare and monitor the division budget. I also carry a full caseload as an ALJ. Please see attached resume.*
 Explain reason for leaving: *I am interested in new challenges and in a part-time, more flexible position.*

Employer: *Hon. John R. Brown*
 Mailing Address: *515 Rusk Ave.*
 City and State: *Houston, TX 77002*
 Type of Business: *United States Court of Appeals for the Fifth Circuit*
 Full Time
 Part Time
 Seasonal
 Starting Date: *08 '82* Leaving Date: *08 '83* Starting Base Salary: *approx. \$25,000* Ending Base Salary: *same* Starting Position Title: *law clerk* Present or Last Title: *law clerk*
 Immediate Supervisor: *Hon. John R. Brown* Ph: *(713) 221-7740*
 Briefly describe your duties and responsibilities: *legal research and writing in diverse areas of federal law*
 Explain reason for leaving: *one-year appointment*

Employer: _____
 Mailing Address: _____
 City and State: _____
 Type of Business: _____
 Full Time
 Part Time
 Seasonal
 Starting Date: _____ Leaving Date: _____ Starting Base Salary: _____ Ending Base Salary: _____ Starting Position Title: _____ Present or Last Title: _____
 Immediate Supervisor: _____ Ph: _____
 Briefly describe your duties and responsibilities: _____
 Explain reason for leaving: _____

Employer: _____
 Mailing Address: _____
 City and State: _____
 Type of Business: _____
 Full Time
 Part Time
 Seasonal
 Starting Date: _____ Leaving Date: _____ Starting Base Salary: _____ Ending Base Salary: _____ Starting Position Title: _____ Present or Last Title: _____
 Immediate Supervisor: _____ Ph: _____
 Briefly describe your duties and responsibilities: _____
 Explain reason for leaving: _____

Do you have any relatives working for the State of Texas? Yes No If yes list names, relationships and place employed _____

I hereby certify that the foregoing statements as well as those on any attachment(s) to this form are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatement(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from employment. I understand that if employed I will serve an initial probationary period.

YOU MAY CONTACT:
 Present Employer Yes No
 Former Employers Yes No

Mary Duncan Card