# KNOX COUNTY DISTRICT ATTORNEY GENERAL'S OFFICE

## Application for Employment

**Attorney**

### INSTRUCTIONS

- Type or print in ink this application in its entirety
- Specify the position for which you are applying
- Sign your name in the Certification Section
- All information submitted is subject to verification
- Notify us if you require special accommodation for this process

| | |
|---|---|
| Application Date | |
| Law School | |
| Graduation Date | |
| Tennessee Bar Admission Date | |

### PERSONAL INFORMATION

| | |
|---|---|
| Full Name | |
| Street Address | |
| City, State, Zip | |
| Phone Number | |
| Email | |
| Date of Birth | |

| | |
|---|---|
| U.S. Citizen | ☐ Yes ☐ No |
| Tennessee Resident | ☐ Yes ☐ No |
| Veteran or Active Duty | ☐ Yes ☐ No |
| Previous State Employee | ☐ Yes ☐ No |
| Previous County Employee | ☐ Yes ☐ No |
| Eligible to work in U.S. | ☐ Yes ☐ No |
| Current Student | ☐ Yes ☐ No |

### EDUCATION

| Schools Attended | Name and Location of School | Degree | Major/Minor |
|---|---|---|---|
| High School | | | |
| College or University | | | |
| College or University | | | |
| College or University | | | |

### WORK EXPERIENCE

Current or most recent employer

| | | | |
|---|---|---|---|
| Employer Name | | Supervisor's Name | |
| Employer Location | | Supervisor's Phone Number | |
| Job Title | | Start Date (Month/Year) | |
| Reason for Leaving | | End Date (Month/Year) | |
| Description of Duties | | Hours per Week | |
| | | | |

Previous legal position or employer (if no legal experience)

| | | | |
|---|---|---|---|
| Employer Name | | Supervisor's Name | |
| Employer Location | | Supervisor's Phone Number | |
| Job Title | | Start Date (Month/Year) | |
| Reason for Leaving | | End Date (Month/Year) | |
| Description of Duties | | Hours per Week | |
| | | | |

Have you ever been charged with a crime other than a minor traffic violation? ☐ No ☐ Yes (list details below)

| Charge | City, State | Year | Disposition/Notes |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

| Name | | Application Date | |
|---|---|---|---|

## Special Qualifications

List active professional and technical licenses, certifications, and academic or professional awards

| License, Certification, or Award | Field, Specialization, or Nature of Award | School or Organization |
|---|---|---|
| | | |
| | | |
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| | | |

## Criminal Law Specializations

| Title | Description |
|---|---|
| | |
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| | |
| | |

## Social Media

List all social media accounts used by, managed by, or associated with you.

| Platform Name | Handle/Username | Platform Name | Handle/Username | Platform Name | Handle/Username |
|---|---|---|---|---|---|
| Facebook | | TikTok | | | |
| YouTube | | Snapchat | | | |
| Instagram | | X/Twitter | | | |

## References

| Name | Relationship | Phone | Email |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Certification

I hereby certify that all information provided by me on this application is accurate and complete to the best of my knowledge. I understand that any false or incomplete information furnished by me, or failure to disclose requested information, may result in the rejection of this application, my removal from consideration for employment, or my dismissal after my employment. I authorize the Knox County District Attorney General's Office to investigate any information contained in this employment application and hereby release Knox County District Attorney General's Office from all liability resulting from such investigation and employment decisions based thereon. I further release former employers and reference contacts from all liability on account of furnishing such information. I understand that, if considered for this position, this office will conduct a check of my criminal history, driving history, and social media activity. I further understand that I may be asked to participate in drug testing as a part of the application process. Failure to submit to a drug test will disqualify me from further consideration. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Knox County District Attorney General's Office and me.

Signature _____ Date _____