

APPLICATION  
INTERPRETER/ASSISTANT INVESTIGATOR

**Please complete and submit this application to:** jennifer.horan@fd.org or mail to: 1401 W. Capitol Ave., Suite 490, Little Rock, AR 72201. Use additional sheets, if necessary.

1. Full Name: \_\_\_\_\_
2. Office address and phone: \_\_\_\_\_  
\_\_\_\_\_
3. Residence address and phone: \_\_\_\_\_  
\_\_\_\_\_
4. At which place should you be contacted: \_\_\_\_\_
5. Length of residence in state: \_\_\_\_\_
6. Are you lawfully employable in the United States either by virtue of citizenship or by having federal authorization from the INS and the Labor Department? \_\_\_\_\_
7. List the colleges, universities, and other schools attended, including dates, subject matter, degrees earned, major courses of study, and grade point average or class rank: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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8. List any specialized schooling or training you have received, including dates, subject matter, credits/degree earned, and grade point average or class rank. \_\_\_\_\_

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9. Describe your oral and written bilingual abilities. \_\_\_\_\_

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10. List any job-related licenses or certificates you have received, and state when and where you received each. \_\_\_\_\_

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11. Describe your current employment, including (1) name, address, and telephone number of your employer and immediate supervisor; (2) your job title and detailed description of job duties; (3) date of employment; and (4) any promotions received.

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12. Have you ever been discharged from a position or asked to resign under threat of discharge? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

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13. Please describe the nature and extent of your work with indigent clients, if any. \_\_\_\_\_

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14. Have you ever pleaded guilty/no contest or been convicted for violation of any federal, state, county, or municipal law? \_\_\_\_\_ If so, please give details. \_\_\_\_\_

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15. Have you ever been disciplined for a breach of ethics or unprofessional conduct by any court, administrative agency, or other professional group? \_\_\_\_\_ If so, please give details.

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16. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? \_\_\_\_\_ If not, please explain. \_\_\_\_\_

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17. Please describe the nature and extent of your computer skills. \_\_\_\_\_

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18. State any additional qualifications or experience you believe will assist you in performing the duties of this position. \_\_\_\_\_

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19. Please state why you want this position. \_\_\_\_\_

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20. Please attach a copy of your resume.

21. Please list four personal references.

<u>NAME &amp; POSITION</u>	<u>ADDRESS &amp; PHONE NUMBER</u>
1. _____ _____	_____ _____ _____
2. _____ _____	_____ _____ _____
3. _____ _____	_____ _____ _____
4. _____ _____	_____ _____ _____

22. Please list your current -- or most recent -- salary or income: \_\_\_\_\_

CERTIFICATION

The information set forth in this job application is correct and complete.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

THE ARKANSAS FEDERAL DEFENDER OFFICE IS AN  
EQUAL OPPORTUNITY EMPLOYER  
EMPLOYMENT IS AT WILL