

FEDERAL PUBLIC DEFENDER OFFICE



APPLICATION
INVESTIGATOR
CAPITAL HABEAS UNIT

Please complete and submit this application to: jenniffer_horan@fd.org
Or mail the requisite materials to: 1401 W. Capitol Ave., Suite 490, Little Rock, AR 72201.
Use additional sheets if needed.

1. Full Name: _____
2. Office address and phone: _____

3. Residence address and phone: _____

4. Length of residence in state: _____
5. Are you lawfully employable in the United States? _____
6. List the colleges, universities, and other schools attended, including dates, subject matter, degrees earned, major courses of study, and grade point average or rank: _____

7. List any specialized schooling you have received, including dates, subject matter, credits/degree earned, and grade point average or class rank. _____

8. List any job-related licenses or certificates you have received, and state when and where you received each. _____

9. Describe your current employment, including your job title and a detailed description of your job duties. _____

10. Have you ever been discharged from a position or asked to resign? _____

If so, please explain. _____

11. Have you ever been disciplined for a breach of ethics or unprofessional conduct? _____

If so, please explain. _____

12. Describe any investigative specialties which you possess, and describe your typical clients

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

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

15. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? _____ if not, please explain. _____

16. Please describe in particular your experience in investigating, developing, and documenting mental health issues in cases you have worked on. _____

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

18. Please describe your time management and organizational skills. _____

19. Please describe the nature and extent of your experience working in a law office, if any.

20. Please describe the nature and extent of you internet skills. _____

21. Please describe the nature and extent of your death penalty work, if any. _____

22. Please list any training programs or continuing education seminars you have attended in the last three years. _____

23. State any additional qualifications or experience you believe will assist you in performing the duties of this position. _____

24. Please list five personal references, including name, position, address, and phone number.

1. _____

2. _____

3. _____

4. _____

5. _____

25. Please list your current or most recent salary: _____

26. What is your availability date? _____

27. Please attach a writing sample.

**THE INFORMATION SET FORTH IN THIS EMPLOYMENT
APPLICATION IS TRUE AND COMPLETE.**

Signature

Date