

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name (Last, First, Middle Initial)	2. Phone Number
3. Present Address (Street, City, State, Zip)	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth (complete only for law enforcement positions)

## GENERAL

7. Are you a U.S. Citizen?  YES  NO If no, give the Country of your citizenship \_\_\_\_\_

8. a. Were you ever a federal civilian employee?  YES  NO If yes, give highest civilian grade: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Pay Plan                  Grade                  Step

b. Are you receiving a federal civilian annuity payment?  YES  NO

c. Are you receiving federal severance pay?  YES  NO If yes, give former agency contact/telephone: \_\_\_\_\_

d. Have you received a federal separation incentive payment  YES  NO If yes, state mo/yr received and former agency contact/telephone:  
in the past 5 years? \_\_\_\_\_

9. Do you have any relatives who are Judges, Officers or  YES  NO If yes, give their names, positions, and relationships to you.  
employees of the United States Courts? \_\_\_\_\_

10. Have you ever served on active duty with the military?  YES  NO (If selected, you will need to provide your DD-214 (copy 4), Certificate of  
Release or Discharge from Active Duty, so that your service may be  
verified and credited)

## BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned,  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of  
on probation, or on parole? (Include felonies, firearms or explosives  
violations, misdemeanors, and all other offenses) occurrence, and name/address of police dept or court.

12. Have you been convicted by a military court-martial in the past  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of  
10 years? occurrence, and name/address of military authority or court.

13. Are you now under charges for any violation of law?  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of  
occurrence, and name/address of police dept or court.

14. During the last 10 years, have you been fired from any job for  YES  NO If yes, provide in Section 19 the date, explanation of problem, reason for  
any reason, did you quit after being told that you would be fired, leaving, and employer's name/address.  
did you leave any job by mutual agreement because of specific  
problems, or were you debarred from Federal employment by the  
Office of Personnel Management or any other Federal agency?

15. Are you delinquent on any Federal debt? (Include  YES  NO If yes, provide in Section 19 the type, length, and amount of  
delinquencies arising from Federal taxes, loans, overpayment of delinquency/default, and steps being taken to correct the error/repay the debt.  
benefits, and other debts to the U.S. Government, plus defaults of  
Federally guaranteed or insured loans (e.g., student loan, home  
mortgage loan)).

## EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?  YES  NO If yes, Date of Completion \_\_\_\_\_

b. Name and location of colleges or universities attended ( <i>including law schools</i> )	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

**JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS**

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

**APPLICANTS FOR LEGAL POSITIONS**

18. a. Are you admitted to the Bar?       YES     NO    If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to

18b. \_\_\_\_\_

Is your Bar membership       ACTIVE     INACTIVE

b. What was your scholastic standing in law school?     UPPER ½     UPPER ⅓     UPPER ¼

c. Were you a member of an editorial board of law review or a moot court participant?     YES     No

**19. REMARKS** (*Use this space for continuation of answers. List the item number being explained.*)

**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_