Hen AO 78 (5/24)

Federal Judicial Branch

**APPLICATION FOR EMPLOYMENT**

If you need additional space, continue under “Remarks” listing item number.

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| 1. Name *(Last, First, Middle Initial)* |  |  | 2. Phone Number |
| 3. Present Address *(Street, City, State, Zip)* | | | |
| 4. Email Address |  |  | 5. Place of Birth *(city/town, state, & country) (required for background investigation)* |
| 6. Other Names Previously Used for Employment Purposes |  |  | 7. Date of Birth *(complete only for law enforcement positions)* |
| **GENERAL** | | | |
| 1. Are you a U.S. Citizen? 2. a. Were you ever a federal civilian employee?    1. Are you receiving a federal civilian annuity payment?    2. Are you receiving federal severance pay?    3. Have you received a federal separation incentive payment in the past 5 years? 3. Do you have any relatives who are Judges, Officers or employees of the United States Courts? 4. Have you ever served on active duty with the military? | YES | NO | If no, give the Country of your citizenship  If yes, give highest civilian grade: / /    Pay Plan Grade Step  If yes, give former agency contact/telephone:  If yes, state mo/yr received and former agency contact/telephone:  If yes, give their names, positions, and relationships to you.  *(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)* |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| **BACKGROUND INFORMATION** | | | |
| 1. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, 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? 2. Are you delinquent on any Federal debt? *(Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).* | YES  YES | NO  NO | If yes, provide in Section 18 the date, explanation of problem, reason for leaving, and employer’s name/address.  If yes, provide in Section 18 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt. |

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| **EDUCATION** | | | | | | | | | |
| 14. a. Do you have a high school diploma or G.E.D. equivalent? | | YES | | NO | |  |  |  |  |
| b. Name and location of colleges or universities attended *(including law schools)* | | Dates Attended  mm/dd/yyyy  Start Finish | | Credit Hours | | | Type of Degree  (if applicable) | Date Received  mm/dd/yyyy | Grade Point  Average and/or scholastic standing |
| Quarter | | Semester |
|  | |  |  |  | |  |  |  |  |
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| 15. 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** | | | | | | | | | |
| 16. 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** | | | | | | | | | |
| 17. a. Are you admitted to the Bar? | YES |  | NO | | If yes, list the name of Bar(s) and date(s) of admission.  Name of Bar: Date (mm/dd/yyyy):  Name of Bar: Date (mm/dd/yyyy): | | | | |
| b. Is your Bar membership? | ACTIVE | | INACTIVE  UPPER ⅓ | | If active, list the name of Bar(s).  Name of Bar: Date (mm/dd/yyyy):  Name of Bar: Date (mm/dd/yyyy):  UPPER ¼ | | | | |
| c. What was your scholastic standing in law school? | UPPER ½ | |
| d. Were you a member of an editorial board of law  review or a moot court participant? YES | |  | No |  | |  |  |  |  |
| **18. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)* | | | | | | | | | |
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**WORK EXPERIENCE**

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

**A**

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

**B**

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

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

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| **OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT** | | |
| **Answer questions 19, 20, and 21, only if required by the vacancy announcement.** 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 16th birthday, (3) any violation of law committed before your 18th 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. | | |
| 1. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)* 2. Have you been convicted by a military court-martial in the past 7 years? 3. Are you now under charges for any violation of law? | YES | NO If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court. |
| YES | NO If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of military authority or court. |
| YES | NO If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court. |
| **22. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)* | | |
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| **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 |