

## APPLICATION FOR JUDICIAL BRANCH FEDERAL EMPLOYMENT

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

Position Title and Vacancy Number			Location		
			Los Angeles <input type="checkbox"/>	Santa Ana <input type="checkbox"/>	Riverside <input type="checkbox"/>
1. Name	Last, First, Middle Initial	Mr. Miss. Mrs. Ms.	2. Phone Number	Cell Phone Number	
3. Present Address ( <i>Street, City, State, Zip</i> )					
4. Email Address					
5. Other Names Previously Used for Employment Purposes			6. Date of Birth ( <i>complete only for law enforcement positions</i> )		

### GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no, give the Country of your citizenship
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan                  Grade                  Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>(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)</i>

### 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, on probation, or on parole? ( <i>Include felonies, firearms or explosives violations, misdemeanors, and all other offenses</i> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 10 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES	<input type="checkbox"/> 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 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? ( <i>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).</i> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

**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 (including law schools)	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 Title of Immediate Supervisor  Business Telephone: (Area Code and Phone Number)		Name and Address of Employer (firm, organization, etc.)	
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 Title of Immediate Supervisor  Business Telephone: (Area Code and Phone Number)		Name and Address of Employer (firm, organization, etc.)	
Reason for Leaving			
Description of Work			

**C**

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 Title of Immediate Supervisor  Business Telephone: (Area Code and Phone Number)		Name and Address of Employer (firm, organization, etc.)	
Reason for Leaving			
Description of Work			

**D**

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 Title of Immediate Supervisor  Business Telephone: (Area Code and Phone Number)		Name and Address of Employer (firm, organization, etc.)	
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 \_\_\_\_\_

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**

**Equal Employment Opportunity Questionnaire**

This information is being solicited pursuant to Public Law 93-579, the Privacy Act of 1974, from individuals completing Federal records and forms requesting personal information.

Complete this form and submit it with your application. The form will be separated from your application and kept confidential. The information is being gathered to evaluate the effectiveness of the recruitment process. It will be used only for statistical and analytical purposes.

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Position Title \_\_\_\_\_

How did you learn about this vacancy? (Select one.)

Visit to the Central District of California Court Personnel Office

Referred by a Central District of California Court Employee

Professional organization or community group

(Please specify.) \_\_\_\_\_

Newspaper, Internet, professional publication or other published source

(Please specify.) \_\_\_\_\_

Another Personnel Office (Please specify.) \_\_\_\_\_

Other Means (Please Specify.) \_\_\_\_\_

Gender: Female  Male

Age Group: Under 21  21-29  30-39  40-49  50-59  60 and over

Disability: No  Yes . If yes, explain briefly: \_\_\_\_\_

Race/Ethnicity (Select one only):

White  African American  Hispanic  Asian  Native American  Pacific Islander

What written proof of legal residence can you submit to show you are entitled to work in the United States?

Certificate of U.S. Citizenship

Work Visa

Certificate of Naturalization

Resident Alien Card

Passport

State issued driver's license or U.S. Military card AND Social Security card or certified birth certificate.