

FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

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

1. Name <i>(Last, First, Middle Initial)</i>	2. 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? 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 in the past 5 years? YES 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? YES NO If yes, give their names, positions, and relationships to you. _____

10. Have you ever served on active duty with the military? YES NO *(If yes, 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 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.

11. 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)* YES 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 7 years? YES 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? 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 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? YES 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? *(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 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

b. Name and location of colleges or universities attended <i>(including law schools)</i>	Dates Attended	Credit Hours		Degree <i>(include major if applying for law enforcement position)</i>	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 <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 Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

B

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

**District of Kansas
Supplemental Application Form**

Name: _____ Date: _____

Position for which you are applying: _____

Duty station(s) would you be willing to work at: Kansas City, KS Topeka Wichita

Can you travel if a job requires it? Never Occasionally Often

Salary requirements: _____

How did you hear about this job: _____

List any foreign language skills and identify your level (i.e. conversational only, written fluency):

Check all applicable skills:

Typing, WPM _____

Transcription

Legal Documentation

CM/ECF

MS Office

MS Outlook

Other Software: _____

As a condition of employment, all employees undergo a background screening, including a criminal arrest record. This background screening requires fingerprint submission to the Federal Bureau of Investigations. Additionally, appointment or promotion to some positions may require additional investigations, including but not limited to credit history, interviews with friends and family of the employee, and an employment history and reference check. Law Enforcement Officer positions also require a medical evaluation and drug and alcohol screening. Do you have any concerns submitting to these types of investigations?

The [Code of Conduct](#) for Judicial Employees requires that all employees uphold the integrity and independence of the Judiciary. This includes but is not limited to avoiding impropriety and the appearance of impropriety in all activities, adhering to appropriate standards in performing duties of the office, engaging in certain behaviors inside and outside of the workplace and refraining from certain political activity. Do you have any concerns about your ability to adhere to the Code?

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 _____