



U.S. Department of Justice
United States Attorney
Eastern District of New York

271 Cadman Plaza East
Brooklyn, New York 11201

610 Federal Plaza
Central Islip, New York 11722

APPLICATION FOR APPOINTMENT AS ASSISTANT UNITED STATES ATTORNEY

(Please type or print clearly)

PERSONAL INFORMATION

NAME _____ **DATE OF BIRTH** _____

HOME ADDRESS _____

PERSONAL TELEPHONE NUMBER _____

PERSONAL EMAIL ADDRESS _____

CURRENT EMPLOYER _____

WORK ADDRESS _____

WORK TELEPHONE NUMBER _____

WORK EMAIL ADDRESS _____

NOTE: 28 U.S.C. § 545 requires that each Assistant United States Attorney shall reside in the district for which he/she is appointed or within 25 miles thereof.

BAR ADMISSIONS

DATE AND JURISDICTION OF ADMISSION TO BAR:

Admitted to Practice Law in _____ on _____
State MO/YR

Admitted to Practice Law in _____ on _____
State MO/YR

Have you ever been disciplined or sanctioned by a state bar or a court for your conduct as an attorney?

Yes ___ No ___

If you answered yes, please describe the circumstances below:

NOTE: You are required to submit with your application a CERTIFICATE OF GOOD STANDING or documentary proof from the appropriate state agency stating that you are currently an active, paid and registered member of the Bar.

LEGAL EDUCATION

LAW SCHOOL: _____ Date of Graduation: _____

Approximate Three-Year Average: _____

Significant Activities, Awards and Honors:

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NOTE: You must request that your law school promptly forward an official transcript of your grades to this Office. Your application will not be considered until we have received your official transcript.

OTHER EDUCATION

COLLEGE: _____ Date of Graduation: _____

Major: _____ Degree: _____ Class Standing: _____ GPA: _____

Significant Activities, Awards and Honors:

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Additional Graduate Education:

SCHOOL: _____ Date of Graduation: _____

Degree: _____ Subject of study: _____

Significant Activities, Awards and Honors:

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VETERAN STATUS

Have you ever served in the United States Armed Forces?

Yes ___ No ___

If yes, please identify by branch and dates of service:

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EMPLOYMENT HISTORY AND REFERENCES

(must be completed)

CURRENT EMPLOYER:

Name of Current Employer: _____

Title at Current Employer: _____

Dates of Employment: _____

Address: _____

Reference for Current Employer:

Name: _____

Nature of Relationship: _____

Dates of Relationship: _____

Telephone Number of Reference: _____

Email Address of Reference: _____

Do you authorize the Office to contact this reference from your current employer?

Yes ___ No ___

If no, please explain:

Additional Reference(s) for Current Employer (provide same information as above):

PRIOR EMPLOYERS:

Beginning with your most recent employment prior to your current job, please include all employers since you graduated from law school. If you have had more than two previous employers since you graduated, please attach additional information to this form on a separate sheet of paper.

Name of Prior Employer 1: _____

Title at Prior Employer 1: _____

Dates of Employment: _____

Address: _____

Reference for Prior Employer 1:

Name: _____

Nature of Relationship: _____

Dates of Relationship: _____

Telephone Number of Reference: _____

Email Address of Reference: _____

Do you authorize the Office to contact this reference from your current employer?

Yes ___ No ___

If no, please explain:

Name of Prior Employer 2: _____
 Title at Prior Employer 2: _____
 Dates of Employment: _____
 Address: _____

Reference for Prior Employer 2:

Name: _____
 Nature of Relationship: _____
 Dates of Relationship: _____
 Telephone Number of Reference: _____
 Email Address of Reference: _____

Do you authorize the Office to contact this reference from your current employer?

Yes ___ No ___

If no, please explain:

LETTERS OF RECOMMENDATION

(must be completed)

The Office requires two letters of recommendation. You may send these letters along with your other application materials or ask that your recommenders send the letters directly to the Office. We will not begin to consider your application until we have received at least one of your letters of recommendation. Your letters of recommendation may, but need not, come from the individuals you have identified as references at your current and previous employers.

Please identify the following information about the people who will be writing your letters of recommendation:

Recommender 1:

Name: _____
 Nature of Relationship: _____
 Dates of Relationship: _____
 Telephone Number: _____
 Email Address: _____

Recommender 2:

Name: _____
 Nature of Relationship: _____
 Dates of Relationship: _____
 Telephone Number: _____
 Email Address: _____

POTENTIAL CONFLICTS OF INTEREST

Please list any matter on which you have worked and/or are presently working involving this Office. Identify the matter and provide the name of the assigned AUSA. If, during the course of the application process, you commence working on any additional matter involving this Office, please advise us in writing with appropriate identifying information. (This paragraph does not apply to cases worked on as a law clerk in the EDNY or Second Circuit.)

If you are working on a criminal case or matter involving this Office, you must immediately advise, in writing, the Assistant United States Attorney(s) assigned to the case that you have submitted an application to this Office so that a hearing pursuant to United States v. Curcio, 680 F.2d 881 (2d Cir. 1982), may be held. A copy of this letter should be forwarded to the Executive Assistant United States Attorney. (This paragraph does not apply to current law clerks in the EDNY or Second Circuit.)

If you are a current law clerk in the Eastern District of New York or in the Second Circuit, please confirm in writing to the Executive Assistant United States Attorney that you have discussed your application to this Office with your judge and enclose the letter with this application.

In addition, you may have other disclosure or recusal obligations with respect to clients and/or your employer concerning your application to this Office. Please consult ABA Formal Opinion No. 96-400 (1996) (job negotiations with adverse firm or party); Association of the Bar of the City of New York, Committee on Professional and Judicial Ethics, No. 1991-1 (same); Committee on Codes of Conduct of the Judicial Conference of the United States, Advisory Opinions 81 (when law clerk's future employer is the United States Attorney) and 74 (law clerk's future employer); and the United States Department of Justice's guidance titled "Ethics Issues for Department Attorneys Upon Entering or Leaving Government Service." Copies of these materials are available on the USAO-EDNY website.

BACKGROUND INVESTIGATION

Have you ever been charged with and/or convicted of a crime?

Yes ___ No ___

Since starting law school, have you engaged in the illegal use and/or supply of any drug or controlled substance?

Yes ___ No ___

Since starting law school, have you failed to file or pay Federal, state or other taxes when required by law or ordinance?

Yes ___ No ___

If you answered yes to any of the questions in this section, please explain the circumstances on a separate sheet of paper and attach it to this form.

NOTE: Please note that answering yes to any of these questions is not per se disqualifying.

However, in the event you receive an offer of employment for the position of Assistant United States Attorney, there will be, pursuant to Department of Justice Policy, a thorough background investigation conducted by the Federal Bureau of Investigation. That investigation will cover, among other things, the applicant's past use of controlled substances, criminal record and payment of taxes. In some instances, the Department of Justice has had to withdraw an employment offer because the FBI investigation revealed information that precluded a security and/or suitability clearance (e.g., failure to timely file income tax returns, serious credit problems, abuse of alcohol, history of usage of controlled substances, prior arrests and/or convictions, misrepresentation on security forms filed by the applicant). You should also be advised that any applicant who receives a conditional offer of employment with the Department of Justice is required to take and pass a drug test. An applicant who refuses to be tested will be disqualified from appointment to the position.

A significant hardship is created for all concerned if an offer must be withdrawn at the end of the lengthy process. Accordingly, we want to alert you to these potential problems at the outset and invite you to discuss your answers or any concerns that you may have. Please contact the Office if you have any questions.

DEPARTMENT OF JUSTICE APPLICATION HISTORY

Are you presently applying, or have you ever previously applied, to this Office or any other United States Attorney's Office?

Yes ___ No ___

If yes, provide the district, year, and result of the application:

District

Year

Result

Are you presently applying, or have you ever previously applied, for an attorney position with any other Department of Justice component?

Yes ___ No ___

If yes, provide the component, year, and result of the application:

Component

Year

Result

WRITING SAMPLE

Please submit with your application a writing sample, which should be at least five pages in length and should not exceed twenty pages. Your writing sample should demonstrate your analytical reasoning and your ability to marshal facts and legal principles in support of an argument. To the extent that you are submitting a writing sample to which other lawyers contributed (e.g., through editing), please describe in a note attached to the writing sample the extent to which the writing sample reflects your individual effort.

OFFICE LOCATION PREFERENCE

Brooklyn _____ Central Islip _____

NOTE: While the Office will take into account an applicant's location preference, the United States Attorney reserves the right to assign an applicant who receives an offer of appointment to either the Brooklyn or Central Islip Office as dictated by the requirements and needs of the Office.

DIVISION PREFERENCE

Criminal _____ Civil _____

CERTIFICATION

I understand that the United States Attorney's Office for the Eastern District of New York expects an applicant, if hired, to serve as an Assistant United States Attorney for *at least three years*.

Date: _____

Signature: _____

APPLICATION CHECKLIST

- (1) **Cover Letter** _____
- (2) **AUSA Application** _____
- (3) **Resume** _____
- (4) **Certificate(s) of Good Standing** _____
- (5) **Request Official Transcript** _____
- (6) **Writing Sample** _____
- (7) **Two Letters of Recommendation** _____