

**UNITED STATES ATTORNEY'S OFFICE
FOR THE CENTRAL DISTRICT OF CALIFORNIA
APPLICATION CHECKLIST**

1. SPECIAL ASSISTANT UNITED STATES ATTORNEY APPLICATION _____

2. PERSONAL RESUME _____

3. LAW SCHOOL TRANSCRIPT

a. UNOFFICIAL _____

b. OFFICIAL _____

4. ONE WRITING SAMPLE _____

NOTE: The writing sample should be your individual work product and preferably ten pages or less. However, if you are submitting briefs, memoranda, etc. in which other lawyers contributed to the work products, we ask that you identify the argument, point, etc. which you specifically researched and wrote.

5. RACE AND NATIONAL ORIGIN IDENTIFICATION _____

6. ACTIVE MILITARY OR VETERAN _____

**PLEASE BE ADVISED THAT BEFORE WE BEGIN TO PROCESS YOUR
APPLICATION, ITEMS ONE THROUGH SIX MUST BE RECEIVED BY THIS OFFICE.**



12/18

U.S. Department of Justice
United States Attorney
Central District of California
312 North Spring Street, Los Angeles, California 90012

**APPLICATION FOR EMPLOYMENT AS A
SPECIAL ASSISTANT UNITED STATES ATTORNEY
CENTRAL DISTRICT OF CALIFORNIA**

Date: _____

I. PERSONAL INFORMATION

1. Last Name: _____ 2. First Name: _____ 3. Sex: _____

4. U.S. Citizen: _____ 5. Employer: _____ 6. Telephone: _____

7 Address: _____

8. City, State, Zip: _____

9. Work Email Address _____

10. Home Address: _____ 11. Home Telephone: _____

12. Cellular: _____

13. City, State, Zip: _____

14. Home Email Address _____

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

15. Month/Year of any prior application for appointment in CDCA: _____

II. EDUCATION INFORMATION

16. Law School: _____ 17. Grad. Date: _____

MO/YR

18. Approximate 3 Year Average: _____ 19. Class Standing: _____

20. Significant Activities and Awards:

NOTE: YOU MUST REQUEST YOUR LAW SCHOOL TO PROMPTLY FORWARD AN OFFICIAL TRANSCRIPT OF YOUR GRADES TO THIS OFFICE.

21. College: _____ 22. Major: _____ 23. Degree: _____

24. Grad. Date: _____ 25. GPA: _____ 26. Class Standing: _____

MO/YR

27. Significant Activities and Awards:

ADDITIONAL GRADUATE EDUCATION

28. School: _____

29. Grad. Date: _____
MO/YR

30. Degree and Subject of Study: _____

31. Significant Activities and Awards: _____

III. LEGAL BACKGROUND

32. Admitted to Practice Law in: _____ on _____
STATE MO/YR

_____ on _____
STATE MO/YR

33. Prior to your admission to the state bar, did you ever fail to pass a state bar examination? _____

If you answered yes, please identify the state bar jurisdiction and date. _____

34. Have you ever been denied admission to any state bar jurisdiction or have you ever been suspended, censured, or had your state bar license revoked by any state bar or current jurisdiction? _____

If you answered yes, please explain in full detail, all the facts and circumstances involved.

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 A STATE BAR.

IV. PAST JUDICIAL CLERKSHIPS, EMPLOYERS, AND REFERENCES

JUDICIAL CLERKSHIP:

<i>DATES</i>	<i>JUDGE</i>	<i>COURT</i>
<i>Fr: MM/YR</i> _____ <i>To: MM/YR</i> _____		
<i>Fr: MM/YR</i> _____ <i>To: MM/YR</i> _____		

EMPLOYERS:

<i>DATES</i>	<i>FIRM and ADDRESS</i>	<i>SUPERVISOR and TELEPHONE</i>
<i>Fr: MM/YR</i> _____ <i>To: MM/YR</i> _____		
<i>Fr: MM/YR</i> _____ <i>To: MM/YR</i> _____		

<i>Fr: MM/YR</i> <hr/> <i>To: MM/YR</i> <hr/>		
<i>Fr: MM/YR</i> <hr/> <i>To: MM/YR</i> <hr/>		

REFERENCES:

<i>NAMES/OCCUPATION</i>	<i>ADDRESS</i>	<i>TELEPHONE</i>

35. Please identify any person(s) currently working in the U.S. Attorney's Office, CDCA whom you know and state the nature of the relationship.

36. Do you authorize this Office to contact your current employer? _____

37. Do you authorize this Office to contact your references? _____

38. Identify any matter which you have worked on and/or are currently working on involving this Office, and, provide the name of the AUSA assigned to it. If, during the course of the application process, you begin working on any other matter involving this Office, please advise us by written letter with the requisite information.

You have been asked in the foregoing if you are working on a case involving this Office and to list the name of the case and the Special Assistant United States Attorney working on the case. Please do not list or request those Assistant United States Attorneys to serve as references.

NOTE: If you are currently working on a criminal or civil case involving this Office, please be aware that, in the event you receive and accept an offer of employment as a Special Assistant United States Attorney in the Central District of California, you will be required to terminate your representation of your client in that existing case.

V. CERTIFICATION

NOTE TO APPLICANT: *Please read the following paragraph carefully and then sign this statement:*

A false answer to any of the written questions may be grounds for terminating your employment or denying you employment in a Department of Justice (DOJ) sensitive position, and may be punishable by fine or imprisonment. All the information you have submitted will be considered in reviewing your responses and is subject to investigation (Title 18 U.S.C. § 1001).

CERTIFICATION - I CERTIFY that all the statements made on this eight-page form and on any attachments to this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. No promises or threats have been made to me, and no pressure or coercion of any kind has been applied against me by any employee of the United States Government.

_____ **DATE** _____

RACE AND NATIONAL ORIGIN IDENTIFICATION

(Please read the instructions and Privacy Act Statement before completing form)

Name (Last, First Middle Initial)

Privacy Act Statement

You are requested to furnish this information under the authority of 42 U.S.C. § 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

Your furnishing this information is **voluntary**. Your failure to do so will have no effect on you or on your application for Federal employment. If you fail to provide the information, however, then the employing agency will attempt to identify your race and national origin by visual perception.

Specific Instructions: The categories below are designed to identify the basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely identify yourself. Select the appropriate category.

Name of Category

(Select ONE only)

Ethnicity

Please save this entire application and email it to USACAC.SAUSAHiring@usdoj.gov

For CDCA only