

U.S. Department of Justice

United States Attorney

District of Massachusetts

John Joseph Moakley U.S. Courthouse

1 Courthouse Way, Suite 9200

Boston, MA 02210

Attention: First Assistant U.S. Attorney



APPLICATION FOR APPOINTMENT AS ASSISTANT UNITED STATES ATTORNEY

(Please Type and submit as a .pdf)

Application Checklist

1. Vacancy Announcement Number:
2. Brief Cover Letter
3. Completed Application Form
4. Resume
5. Writing Sample

The writing sample is an essential part of this application. It should be an appellate brief or legal memorandum of at least 10 pages in length which significantly reflects the applicant's personal written work within the last three years. If the work you submit is the product of several authors, please provide margin notations indicating which portions of the writing sample is exclusively the applicant's.

I. PERSONAL INFORMATION

NAME:

HOME ADDRESS:

MOBILE TELEPHONE:

EMAIL ADDRESS:

CURRENT EMPLOYER:

Address

Office Tel. No.

LANGUAGES SPOKEN (Optional):

DATE AND JURISDICTION OF ADMISSION TO BAR:

Admitted to Practice Law in _____ on _____
State mm/yy

Admitted to Practice Law in _____ on _____
State mm/yy

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

II. OFFICE/DIVISION PREFERENCE

Please indicate below whether you have a location, subject matter, or unit preference (check all that are applicable).

BOSTON

SPRINGFIELD

WORCESTER

CRIMINAL DIVISION **and/or** **CIVIL DIVISION**

- National Security Unit
- Public Corruption Unit
- Economic Crimes Unit
- Cyber Crimes Unit
- Health Care Fraud Unit (Criminal)
- Narcotics and Money Laundering Unit
- Organized Crime and Gang Unit
- Major Crimes Unit
- Appeals Unit
- Affirmative Civil Enforcement/Civil HealthCare Fraud
- Asset Forfeiture
- Defensive Civil Litigation
- Civil Rights Unit (civil)

The United States Attorney for the District of Massachusetts reserves the right to (re)assign an applicant who receives an offer of appointment to any unit or location (Boston, Worcester, Springfield) as dictated by the requirements and needs of this Office.

III. GENERAL INFORMATION

How were you referred to this office?

Are you presently applying, or have you ever previously applied to this Office, any other United States Attorney's Office, or to any other component of DOJ? YES NO

If so, provide the district, year, and result of the application.

District/Component Year Result

In the last five years, have you worked on any matters involving the United States Attorney's Office for the District of Massachusetts? YES NO

If so, please list the name of the case, the type of case, and the AUSA assigned to the case:

Name of Case Type of Case AUSA

In the last five years, have you played a significant role in any matters involving any component of the United States Department of Justice such that a DOJ/USAO attorney would know your work?

YES NO

If so, please list the name of the case, the type of case, and the AUSA/Trial Attorney assigned to the case:

Name of Case

Type of Case

AUSA

IV. LITIGATION EXPERIENCE

Briefly describe the extent of your in-court litigation experience, with specific reference to your role if you were a part of the team.

Briefly describe your experience in taking depositions, appearing before grand juries, and appearing before administrative tribunals.

V. EDUCATION

Please enclose a resume listing all degrees and significant educational activities, awards, and honors.

VI. PERSONAL/PROFESSIONAL EXPERIENCE, ACTIVITIES

Please enclose a resume listing relevant experiences and activities, including all public interest work and activities. If you are a federal employee, please attach performance evaluations for the last three years.

(Optional): **If there is something unique or exceptional about your candidacy which is not apparent from the face of your resume or cover letter, please include a brief personal statement (no more than 500 words).**

VII. MILITARY VETERAN STATUS

(Optional)

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, <http://www.opm.gov/forms/pdfimage/sf0015.pdf> for a copy of SF 15, which lists the types of 10point preferences and the required supporting documents). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated within the last 12 months except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

Have you served in the U.S. Armed Forces or are you a family member eligible for derived preference?

YES NO

If yes, do you claim veteran's preference based on:

Sole Survivorship Preference

Active duty in the U.S. Armed Forces

Service-connected disability

Widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran

Please provide additional information including your dates and branch of service, and any veteran's preference information:

VIII. REFERENCES

(Must be completed)

Do you authorize this office to contact your current employer? YES NO

Without prior notice to you? YES NO

Do you authorize this office to contact your past employers and/or professional references?

YES NO

Without prior notice to you? YES NO

Employers

Name:

Address:

Dates Employed: to

Supervisor: Telephone No.

Name:

Address:

Dates Employed: to

Supervisor: Telephone No.

Name:

Address:

Dates Employed: to

Supervisor: Telephone No.

Professional and Other References *(Please include individuals who know your work well. Judges before whom you have appeared are particularly helpful references.)*

Name:

Business Address:

Occupation:

Telephone No.

Name:

Business Address:

Occupation:

Telephone No.

Name:

Business Address:

Occupation:

Telephone No.

References in the Massachusetts U.S. Attorney's Office, other U.S. Attorneys' Offices or U.S. DOJ: (Optional)

IX. CONFLICT EMPLOYMENT APPLICATION ISSUES

Please list any matter on which you are 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 the appropriate identifying information.

You may have other disclosure/recusal obligations vis-à-vis 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); Massachusetts Rule of Professional Conduct 1.7(b) (Conflict of Interest: General Rule).

I certify that, for any matter or case, on which I am representing a client before this office, I have notified the client of my application to this office.

X

Applicant's Electronic Signature

(Double-click on the box to complete)

X. BACKGROUND INVESTIGATION INFORMATION

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 a federal law enforcement agency. Among other personal background matters, the agency will check into any past use of controlled substances. Past use of a controlled substance is not *per se* disqualification for an AUSA position. However, you should be aware that in some instances, the Department of Justice has had to withdraw an employment offer because the background 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, significant history of usage of controlled substances, prior arrests and/or convictions, misrepresentation on security forms filed by the applicant). 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 any concerns you may have. Please feel free to contact our Human Resources office at 617-748-3100 if you have any questions.

All individuals who are offered an Assistant United States Attorney position are required by Department of Justice regulations and policy to take and pass a drug test. During the course of employment as an AUSA you are subject to random drug testing.

XI. CERTIFICATION

I understand all of the above, and know that the United States Attorney for the District of Massachusetts requires me to commit to serve for *at least three years in the Unit/Division to which I am assigned upon hire.*

X

Applicant's Electronic Signature

(Double-click on the box to complete)

Note: Your candidacy for a position in this office will remain open unless and until you indicate otherwise to this office in writing. Therefore, please continue to supplement your candidate file with additional information as it becomes relevant, or as you so desire. In this regard, please continue to be mindful of your obligation pursuant to Section IX.

For additional information, please feel free to visit our Massachusetts United States Attorney's Office Website at: <http://www.justice.gov/usao/ma/>

Instructions for submitting your application:

Beginning on September 1, 2016, we will only be accepting applications electronically. Applications should be submitted to the following email box: USAMA.AUSA.Application@usdoj.gov. In the subject line, include only the following information: "Applicant [Your Name]" (e.g. "Applicant Jane Doe"). Do not include any information in the text of the email message (it will not be reviewed). Attached to the email, as a single .pdf file, include the following documents in the following order:

Very brief cover letter (Addressed to the First Assistant U.S. Attorney)
Resume
This application (converted to a .pdf)
Writing sample

*Applications which fail to include any of the material specified will not be reviewed.
If your application has been successfully submitted, you receive an email reply confirming receipt.*