

**U.S. Department of Justice  
United States Attorney's Office  
Southern District of New York**



**APPLICATION FOR THE POSITION OF  
ASSISTANT UNITED STATES ATTORNEY**

**CONTACT INFORMATION**

**Name:**

**Street Address:**

**City:**

**State:**

**Zip Code:**

**Email Address:**

**Telephone Number:**

**VETERAN'S STATUS**

**Have you served in the United States Armed Forces? Yes \_\_\_ No \_\_\_**

**If so, please identify by branch and dates of service:**

**APPLICATION HISTORY**

**Have you previously applied to be an Assistant United States Attorney in the SDNY? Yes \_\_\_ No \_\_\_**

**If you answered yes, identify the month and year in which you applied and the result:**

**Are you applying for an attorney position with any other United States Attorney's Office or any other Department of Justice component? Yes \_\_\_ No \_\_\_**

**If you answered yes, please identify the office(s) to which you have applied, the month/year of the application, and the status of the application:**

<b>EDUCATION</b>
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**Law School:**

**Degree:**

**Graduation Date:**

**Significant Honor(s), if any:**

**Significant Law School Activities (e.g., journal participation, clinical or other externship experience, membership in student or community organizations, etc.):**

**If you attended any other law school, identify the school, dates of attendance, and degree conferred:**

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**Undergraduate School:**

**Degree:**

**Graduation Date:**

**Significant Honor(s) and/or Activities (if any):**

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**Other Post-Graduate School (if applicable):**

**Degree:**

**Graduation Date:**

**Significant Honor(s) and/or Activities (if any):**

<b>BAR ADMISSIONS</b>
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**Please list the states where you are or were admitted to practice and dates of admission:**

<b>FEDERAL COURT ADMISSION(S) (if any)</b>
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**Please list federal courts where you are admitted and dates of admission:**

<b>EMPLOYMENT HISTORY AND REFERENCES</b>
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**Current employer:**

**Job title:**

**Dates of employment:**

**Work address:**

**Current supervisor:**

**Contact information for supervisor:**

**Do you authorize this Office to contact your current employer, including the supervisor you have listed above? Yes \_\_\_ No \_\_\_ *If no, please explain:***

**Name of other reference from this employer (if any):**

**Please describe your relationship to reference:**

**Contact information for other reference:**

**Do you authorize this Office to contact this reference from your current employer? Yes \_\_\_ No \_\_\_  
*If no, please explain:***

<b>PREVIOUS EMPLOYER(S)</b>
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*Please include all employers since you graduated from law school. If you have had more than three previous employers, please provide the requested information on separate sheets of paper. Unless you inform us otherwise, we will assume that you authorize us to contact your previous employers.*

**Name of previous employer:**

**Job title:**

**Dates of employment:**

**Address:**

**Name of former supervisor:**

**Contact information for former supervisor:**

**Name of other reference from this employer (if any):**

**Please describe your relationship to reference:**

**Contact information for reference:**

<b>PREVIOUS EMPLOYER(S) (Continued)</b>
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**Name of previous employer:**

**Job title:**

**Dates of employment:**

**Address:**

**Name of former supervisor:**

**Contact information for former supervisor:**

**Name of other reference from this employer (if any):**

**Please describe your relationship to reference:**

**Contact information for reference:**

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**Name of previous employer:**

**Job title:**

**Dates of employment:**

**Address:**

**Name of former supervisor:**

**Contact information for former supervisor:**

**Name of other reference from this employer (if any):**

**Please describe your relationship to reference:**

**Contact information for reference:**

<b>COMMITMENTS TO OTHER EMPLOYERS</b>
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**Have you made any commitment to your current employer or any prospective employer to work for a specific timeframe? Yes \_\_\_ No \_\_\_**

***If yes, please describe the nature of the commitment:***

<b>RECORD OF DISCIPLINE</b>
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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:

<b>MISCELLANEOUS BACKGROUND INFORMATION</b>
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Have you ever been charged 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 below. If necessary, you may provide your explanation on a separate sheet of paper and attach it to this form. Please note that answering yes to any of these questions is not per se disqualifying.

<b>POTENTIAL CONFLICT OF INTEREST ISSUES</b>
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Identify any matter on which you have worked, including closed matters and/or matters on which you are currently working involving this Office and, provide the name of the AUSA(s) assigned to it. You may utilize a separate sheet of paper and attach it to this form, if additional space is needed. If, during the course of the application process, you begin working on any other matter involving this Office, please advise us by letter with the requisite information.

### **DIVISION PREFERENCE**

*Please note that ultimate division assignments are based on the needs of the Office.*

Civil \_\_\_\_\_

Criminal \_\_\_\_\_

Both \_\_\_\_\_

### **LETTERS OF RECOMMENDATION**

Please include below the name, title, a brief description of your working relationship, and contact information for the two people who will be drafting letters of recommendation on your behalf. Please indicate whether each letter of recommendation is included with your application or if it will be sent separately.

### **CERTIFICATION**

***NOTE TO APPLICANT:*** Before submitting your application, please consult with the instructions accompanying this form at <https://www.justice.gov/usao-sdny/assistant-usa-employment>. Among the things we will consider in evaluating your application is whether you complied with these instructions.

***We will consider all of the information you submitted as part of our evaluation of your application, and that information is subject to our further investigation and verification. It is therefore important that this information be accurate. Please read the following paragraph carefully and then sign this certification.***

**CERTIFICATION - I CERTIFY** that all the statements made on this 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.

**Signature:**

**Dated:**