



# APPLICATION ADDENDUM FOR APPOINTMENT AS ASSISTANT UNITED STATES ATTORNEY

(Please Type and submit as a .pdf)

## Application Checklist

- Resume
- Cover Letter
- Writing Sample
- Application Addendum

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.

All application packages must be submitted through USAJobs in conjunction with a vacancy announcement. No applications should be submitted directly to the U.S. Attorney's Office.

## **I. PERSONAL INFORMATION**

**NAME:**

**\*HOME ADDRESS:**

**MOBILE TELEPHONE:**

**EMAIL ADDRESS:**

**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

- |                                                                   |                                                                                |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> National Security Unit                   | <input type="checkbox"/> Affirmative Civil Enforcement/Civil Health Care Fraud |
| <input type="checkbox"/> Public Corruption Unit                   | <input type="checkbox"/> Defensive Civil Litigation                            |
| <input type="checkbox"/> Appeals Unit                             | <input type="checkbox"/> Asset Recovery Unit                                   |
| <input type="checkbox"/> Organized Crime and Gang Unit            | <input type="checkbox"/> Health Care Fraud Unit (Criminal)                     |
| <input type="checkbox"/> Civil Rights Unit (Civil)                | <input type="checkbox"/> Narcotics and Money Laundering Unit                   |
| <input type="checkbox"/> Major Crimes Unit                        | <input type="checkbox"/> Civil Rights and Human Trafficking Unit               |
| <input type="checkbox"/> Securities, Financial & Cyber Fraud Unit |                                                                                |

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 did you hear about this vacancy?**

- |                                                                |                                                                     |
|----------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> I was referred to this office by      | <input type="checkbox"/> Lawyers Weekly                             |
| <input type="checkbox"/> Department of Justice Careers Website | <input type="checkbox"/> Bar Association Website. If so, which one? |
| <input type="checkbox"/> Other                                 |                                                                     |

**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.**

<u>District/Component</u>	<u>Year</u>	<u>Result</u>
---------------------------	-------------	---------------

**In the last five years, have you worked on any matters involving the United States Attorney's Office for the District of Massachusetts or another USAO/DOJ Component?**  YES  NO

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

<u>Name of Case</u>	<u>Type of Case</u>	<u>Status of Case</u>	<u>AUSA</u>
---------------------	---------------------	-----------------------	-------------

**IV. 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**  
\_\_\_\_\_

**V. REFERENCES**

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:  
Dates Employed: to Telephone No.  
Supervisor:  
Email:

Name:  
Dates Employed: to Telephone No.  
Supervisor:  
Email:

Name:  
Dates Employed: to Telephone No.  
Supervisor:  
Email:

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

**Name:**  
**Email:**

**Occupation:**  
**Telephone No.**

**Name:**  
**Email:**

**Occupation:**  
**Telephone No.**

**Name:**  
**Email:**

**Occupation:**  
**Telephone No.**

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