

**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 or print clearly)

**I. PERSONAL INFORMATION**

**NAME** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**HOME TELEPHONE** \_\_\_\_\_

**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.

\*Please attach a résumé or curriculum vitae, along with performance evaluations for the last three years if you are a DOJ Employee.

**II. GENERAL INFORMATION**

**How were you referred to this office?** \_\_\_\_\_

**Are you presently applying, or have you ever previously applied to this Office or any other United States Attorney's Office; or to any other component of DOJ?** \_\_\_\_\_

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

<i><u>District/Component</u></i>	<i><u>Year</u></i>	<i><u>Result</u></i>
_____		
_____		
_____		

**III. LEGAL EDUCATION**

**LAW SCHOOL** \_\_\_\_\_ **Date of Graduation** \_\_\_\_\_

**Significant Activities, Awards and Honors:**

IV.

COLLEGE EDUCATION

COLLEGE \_\_\_\_\_ Date of Graduation \_\_\_\_\_ (mm/yy)

Major \_\_\_\_\_ Degree \_\_\_\_\_

**Significant Activities, Awards and Honors:**Additional Graduate Education

School \_\_\_\_\_ Date of Graduation \_\_\_\_\_ (mm/yy)

Degree and Subject of Study \_\_\_\_\_

**Significant Activities, Awards and Honors:**

V.

PERSONAL/PROFESSIONAL EXPERIENCE, ACTIVITIES

**VI.**

**REFERENCES**  
**(must be completed)**

**Do you authorize this Office to contact your current employer? \_\_\_\_\_**  
**Without Prior Notice to You? \_\_\_\_\_**

**Do you authorize this Office to contact your past employers and/or professional references? \_\_\_\_\_**  
**Without prior notice to you? \_\_\_\_\_**

**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 (must be completed)**

**Name:** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**References in the Massachusetts U. S. Attorney's Office, or DOJ: (if relevant) (optional)**

\_\_\_\_\_

\_\_\_\_\_

**VII.****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 appropriate identifying information.**

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**You may have other disclosure/recusal obligations vis-a-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.**

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**Signature of Applicant**

**VIII.****BACKGROUND INVESTIGATIONS**

**Note:** 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. Among other personal background matters, the FBI will check into any past use of controlled substances -- although past use of a controlled substance is not per se disqualification for the AUSA position. However, you should be aware that 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). 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 Susan Rafferty of this Office at (617) 748-3353 if you have any questions.

You should also be advised that all applicants receiving conditional offers of employment with the Department of Justice are required to take and pass a drug test. An applicant who refuses to be tested will be disqualified from appointment to the position.

**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 VII.

IX.

**ASSIGNMENT POLICY**

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

X.

**BRANCH OFFICE/DIVISION PREFERENCE**

BOSTON \_\_\_\_\_ SPRINGFIELD \_\_\_\_\_ WORCESTER \_\_\_\_\_

CRIMINAL \_\_\_\_\_ and/or CIVIL \_\_\_\_\_

Units: \_\_\_\_\_ Major Crimes      \_\_\_\_\_ OCDETF      \_\_\_\_\_ Asset Forfeiture  
 \_\_\_\_\_ Public Corruption      \_\_\_\_\_ Strike Force      \_\_\_\_\_ Financial Litigation  
 \_\_\_\_\_ Appeals      \_\_\_\_\_ Economic Crimes      \_\_\_\_\_ HCF (Civil)  
 \_\_\_\_\_ HCF (Criminal)      \_\_\_\_\_ Anti-Terrorism  
 \_\_\_\_\_ Community Prosecutions

Please indicate above whether you have a practice, subject matter or Unit preference.

XI.

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 that I am assigned to upon hire.*

\_\_\_\_\_  
 Date (mm/dd/yy)

\_\_\_\_\_  
 Signature

For additional information, please feel free to visit our Massachusetts United States Attorney's Office Website at: [www.usdoj.gov/usao/ma](http://www.usdoj.gov/usao/ma)

### **Application Checklist**

- (1) **Completed Application Form** \_\_\_\_\_
- (2) **Resume** \_\_\_\_\_
- (3) **Conflict Letter(s)** \_\_\_\_\_
- (4) **Writing Sample:** \_\_\_\_\_  
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**. (Please do not include samples that are bound or in booklet form.)

#### **Instructions:**

Mail a coverletter with hard copies only of all of the above to:

***U.S. Attorney's Office  
John Joseph Moakley U.S. Courthouse  
Attention: First Assistant U.S. Attorney  
1 Courthouse Way, Suite 9200  
Boston, MA 02210***