

Application for Employment

UNITED STATES PROBATION OFFICE

SOUTHERN DISTRICT OF ILLINOIS

Type or **print** all information. If your application does not provide all information requested, you may lose consideration for a job.

Name: _____

Daytime Phone: _____ Evening Phone: _____

Position Applying For: _____

Announcement Number: _____



A part of the United States District Court, the United States Probation Office for the Southern District of Illinois assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of Federal crimes. The Probation Office provides coverage for 38 counties in Southern Illinois. In addition to the headquarters office in East St. Louis, a divisional office is located in Benton.

FEDERAL JUDICIAL BRANCH
APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name (Last, First, Middle Initial)	2. Phone Number
3. Present Address (Street, City, State, Zip)	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth (complete only for law enforcement positions)

GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no, give the Country of your citizenship
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan Grade Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	(If yes, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)

BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 7 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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b. Name and location of colleges or universities attended <i>(including law schools)</i>	Dates Attended	Credit Hours		Degree <i>(include major if applying for law enforcement position)</i>	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended *(list name/location of school, dates attended, subject studied, certificates received, and other pertinent data):*

JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

APPLICANTS FOR LEGAL POSITIONS

18. a. Are you admitted to the Bar? ☐ YES ☐ NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. _____
- Is your Bar membership ☐ ACTIVE ☐ INACTIVE
- b. What was your scholastic standing in law school? ☐ UPPER ½ ☐ UPPER ⅓ ☐ UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant? ☐ YES ☐ No

19. REMARKS *(Use this space for continuation of answers. List the item number being explained.)*

WORK EXPERIENCE*(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)***A**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>			Name and Address of Employer <i>(firm, organization, etc.)</i>
Reason for Leaving			
Description of Work			

B

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>			Name and Address of Employer <i>(firm, organization, etc.)</i>
Reason for Leaving			
Description of Work			

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Address of Employer (<i>firm, organization, etc.</i>)
Reason for Leaving			
Description of Work			

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Address of Employer (<i>firm, organization, etc.</i>)
Reason for Leaving			
Description of Work			

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____

GENERAL INFORMATION

1. Within the last ten years have you quit a job after being notified that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? If "YES", use the space below to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address. YES [] NO []

2. Have you ever been convicted, been imprisoned, forfeited collateral, been on probation or parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES", use the space below to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. YES [] NO []

3. Have you been convicted by a military court-martial in the past ten years? (If no military service, answer "NO".) If "YES", use the space below to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. YES [] NO []

4. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES", use the space below to provide the type, length, and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt. YES [] NO []

5. Have you ever applied for a U.S. Probation/Pretrial Services Officer or Officer Assistant position in this district or any other district in the United States? If yes, give names of districts and approximate dates of application. YES [] NO []

6. What is the minimum rate of pay you would accept? _____

CONTINUATION SPACE Attach additional sheets if necessary to explain any of the above responses. Be sure to identify attached sheets with your name and Social Security Number.

May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first. YES [] NO []

APPLICANT CERTIFICATION: I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand employment is at will and is subject to termination by the Court.

SIGNATURE

DATE SIGNED

United States Probation Office
Southern District of Illinois
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

This information is being solicited pursuant to Public Law 93-579, the Privacy Act of 1974, from individuals completing federal records and forms requesting personal information. Complete this form and submit it with your application. The form will be separated from your application and kept confidential. The information is being gathered to evaluate the effectiveness of the recruitment process. It will be used only for statistical and analytical purposes.

NAME: _____ **SOCIAL SECURITY #:** _____

POSITION APPLIED FOR (INCLUDE ANNOUNCEMENT NO., IF APPLICABLE):

HOW DID YOU LEARN ABOUT THIS VACANCY? (SELECT ONE)

Newspaper, professional publication or other published source (specify): _____

Internet: _____ Referred by current employee of U.S. Probation: _____

Referred by another U.S. Probation Office (Please specify): _____

Career Day or College/University Placement Office (Please specify): _____

Other means (Please specify): _____

SEX

Male _____ Female _____

AGE

Under 21 _____ 21-30 _____ 31-40 _____ 41-50 _____ 51-60 _____ Over 60 _____

DISABILITY

No _____ Yes _____

If yes, please explain: _____

RACE/ETHNICITY

White: _____ Black/African-American: _____ Hispanic/Latino: _____

Native American/American Indian or Alaskan Native: _____ Asian: _____

Native Hawaiian/Pacific Islander: _____ Other: _____

THE INFORMATION ABOVE IS ACCURATE TO THE BEST OF MY KNOWLEDGE:

Signature: _____

Date: _____