

UNITED STATES DISTRICT COURT
Northern District of Illinois



INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION

Please read the following instructions carefully before completing the employment application.

1. Only U.S. District Court employment applications will be accepted. For federal employees, the SF 171 or 612 application forms will not be accepted in lieu of the U.S. District Court application form. Please do not reformat or change the original court application in any way. You may attach a copy of your resume for additional data regarding duties performed. However, all other requested information concerning past employment must be documented on the application form.
2. Type or print clearly in black ink. Carefully answer all questions accurately and completely. You may be disqualified for any false statement or omission of information. Complete each work experience block with dates, employer's name, phone numbers, and duties. Under duties, write a clear and complete description of your major duties and responsibilities for each job. Include any supervisory duties you performed. If you do not have a resume and desire to provide further details of duties performed, attach an additional sheet of paper to this application describing these duties. If you do include a resume, the work experiences listed on the resume must also contain: employer's name, address, telephone, dates of employment (month, day and year), hours worked per week, and last supervisor's name. Full time employment versus part time employment will be credited appropriately. Failure to include this information may prevent you from receiving credit for the experience listed.
3. You must file a separate application for each position for which you are applying. Be sure to include the specific job title and job announcement number on each application you submit. We suggest you keep a copy of this application for future use. If you make copies, sign and date, in ink, each copy you submit.
4. Your application must be received in the Personnel Office of the U.S. District Court by the close of business of the announcement closing date (if a closing date is noted). Some positions are posted "Open Until Filled". When this occurs, an interview panel may come together for interviews at any time. Thus, applicants are encouraged to submit their employment applications at the earliest possible time.

5. If additional information must be submitted with the application, such as a cover letter or writing sample, please comply with these instructions. Failure to do so may result in disqualification of your application. A cover letter should describe your work experience as it directly relates to the job for which you are applying and why you are interested in the position. If a writing sample is requested, the cover letter will not be considered as the writing sample. Please provide an original document that you created which identifies your short and long term career goals.
6. If you are currently working or have worked in a position with the Federal service, please indicate your grade and step under the "Classification Grade/Level" block in the "Work Experience" section. Example: GS 5/1 or JSP 5/1 or CL 25/1.

NOTICE TO APPLICANTS

1. If you are not a U.S. citizen, you will be required to provide us with information about the country of which you are a citizen so we may determine your eligibility for hire. Immigration & Naturalization Service immigration green cards will be verified.
2. Transfer information for federal employees: Employment in the Federal Judiciary is in the Excepted Service of the Federal government. An employee eligible for transfer may apply under vacancy announcements open to all candidates. An employee may transfer to a position at the same, higher, or lower grade level providing the qualifications and requirements of the position are satisfied. A break-in-service of more than three days will interrupt transferring benefits.
3. The Court requires employees to adhere to a Code of Conduct which is available upon request. Employees are subject to a one-year probationary period from the date of appointment. Court employees are in the "Excepted Service" and are considered "at will" employees who have no property rights or tenure in their positions.
4. New employees are subject to a criminal background investigation.
5. The U.S. District Court has two compensation plans: (1) Court Personnel System, and (2) Judicial Salary Plan. The court has 26 pay periods per year. The Court requires direct deposit for payment of compensation for court employees.
6. The Court is a smoke-free environment.
7. The Court is an equal employment opportunity employer.
8. Employment opportunities are announced on the U.S. District Court 24-hour job information line at (312) 435-7633. For more information about the court, visit our website at http://www.ilnd.uscourts.gov/CLERKS_OFFICE/Human_Resources/Jobopps.htm