



**UNITED STATES BANKRUPTCY COURT**  
CENTRAL DISTRICT OF CALIFORNIA  
OFFICE OF THE CLERK

**MICHAEL E. ROTBERG**  
Acting Clerk of Court

**Please read the following instructions carefully before you complete this application.**

1. Only U.S. Bankruptcy Court applications will be accepted. The SF-171 will not be accepted in lieu of the Bankruptcy application. You may attach your resume for additional data of duties performed, however, all other requested information about your employment must be documented on the bankruptcy application.
2. Type or print clearly in dark ink. Carefully answer all questions accurately and completely. You may be disqualified for any false statement or omission of information. Be sure to complete experience block with dates, employers and duties. Under "duties", write a clear and complete description of your major duties and responsibilities for each job. include any supervisory duties in the job. If you desire to provide additional details of duties performed, and you do have a resume, the experience listed on the resume must also contain: employer's name, dates of employment (month and year), and hours worked per week. 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. It is suggested that you keep a copy of this application for future use. If you plan to make copies, be sure to sign and date, in ink, each copy submitted. Be sure to include the specific job title and announcement number on each application submitted.
4. Applications must be received in one of the employing offices of the U.S. Bankruptcy Court by 4:00 p.m. on the closing date shown on the announcement. Please be aware that we will not consider "postmarked" applications as meeting the deadline. You may file application(s) at one of the following addresses:  
  
255 East Temple Street, 10th Floor, #1058, Los Angeles, CA 90012  
411 West Fourth Street, Suite 2030, Santa Ana, CA 92701  
3420 Twelfth Street, Riverside, CA 92501  
1415 State Street, Santa Barbara, CA 93101  
21041 Burbank Boulevard, Woodland Hills, CA 91367
5. If this announcement requires additional information to be submitted with the application, such as a cover letter, please comply with the instructions. Failure to do so may result in disqualification of your application. A cover letter should describe your experience as it directly relates to the job announcement and why you are interested in the position.
6. If you are currently working, or have worked with the federal government, please indicate your grade and step under the "highest monthly salary" block in the experience section. (i.e. GS-5/1, JS-5/1 or CL 25/55).
7. If you are not a U.S. citizen you will be required to provide information concerning the country of which you are a citizen to determine eligibility for hire.

8. Attached to the application is a survey that will be used to monitor our personnel practices under the Equal Employment Opportunity Policy. Your responses are voluntary. However, non-completion of the survey does not deter your eligibility for employment consideration. The survey sheet will be separated from your application.
9. Transfer information for federal employees: The United States Bankruptcy Court is an "excepted" service of the federal government. Your transfer here may affect your future reinstatement rights to the "competitive" civil service. If you now have less than three years of continuous employment with the civil service and you plan to work outside the competitive service for three years or more, you will have to initiate the OPM competitive process again to re-enter the civil service system.
10. The United States Bankruptcy Court conducts a records check on all new hires with law enforcement agencies.
11. Candidates utilizing education to qualify under general and/or specialized experience must submit verification of education through official transcripts before start of employment.
12. Candidates submitting verifications and/or licenses as proof of qualification must show original documents.
13. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.
14. The United States Bankruptcy Court requires employees to adhere to a Judiciary EEO Plan and a Code of Ethics and Conduct which is available to applicants for review upon request.

We appreciate your interest in employment with the United States Bankruptcy Court, Central District of California.



**UNITED STATES BANKRUPTCY COURT**  
**CENTRAL DISTRICT OF CALIFORNIA**  
 AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION FOR EMPLOYMENT**

Human Resources Department  
 U.S. Bankruptcy Court  
 255 East Temple Street, 10<sup>th</sup> Floor  
 Los Angeles, CA 90012  
 Website - www.cacb.uscourts.gov

Position Applied For: \_\_\_\_\_  
 Job Announcement Number: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

<b>PERSONAL INFORMATION</b>			
Name: Last	First	Middle Initial	Social Security Number
Address: Number/Street	City	State	Zip
Home Phone Number:		Business Phone Number:	
U.S. Citizen?    Yes    No    If no, please give Country, Visa Number and Expiration Date:			

1. Have you ever been convicted (you may omit (1) offenses committed before 18 <sup>th</sup> birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses to which the record has been expunged; (4) minor traffic violations for which fine was \$100 or less). If yes, please explain in "Remarks"	Yes	No
2. Do you have any relatives currently employed by the United States Courts? If yes, give name, position, relationship:	Yes	No
3. Have you ever been employed by the United States Courts or Federal Government?	Yes	No
4. Are you willing to take a Loyalty Oath and defend the Constitution of the United States?	Yes	No
5. Have you ever been discharged from a position or asked to resign under threat of discharge? If yes, please explain in "Remarks".	Yes	No
6. How were you referred to our agency?		

<b>EDUCATION</b>								
Education (circle last grade completed)	8	9	10	11	12	Did you graduate?	Yes	No
						If no, did you pass an equivalency test?	Yes	No
Name and location of high school:						Admission to California State Bar?	Yes	No
						Bar #:		

Name and location of College, Business or Trade School	Semester Hours Completed	Course of Study/Degree

### EXPERIENCE

Begin with your most recent job and any periods of unemployment in the last 10 years, including military service. List any jobs you held more than 10 years ago which relate to the duties of the job in which you are applying and indicate the number of hours per week that you worked. Also, list any volunteer experience at any time which relates to the job for which you are applying. If you are a government employee, please list grade and step or level and step.

Name of present or last employer:	Dates: From                      To	Title:
Address:	Hours per week:	Did you supervise?      Yes      No
City/State/Zip:	Highest Gross: \$	No. of subordinates?
Area Code/Phone:	Immediate Supervisor/Phone:	Reason for leaving?
		May we contact?      Yes      No

Briefly describe responsibilities/duties:

Name of employer:	Dates: From                      To	Title:
Address:	Hours per week:	Did you supervise?      Yes      No
City/State/Zip:	Highest Gross: \$	No. of subordinates?
Area Code/Phone:	Immediate Supervisor/Phone:	Reason for leaving?
		May we contact?      Yes      No

Briefly describe responsibilities/duties:

Name of employer:	Dates: From                      To	Title:
Address:	Hours per week:	Did you supervise?      Yes      No
City/State/Zip:	Highest Gross: \$	No. of subordinates?
Area Code/Phone:	Immediate Supervisor/Phone:	Reason for leaving?
		May we contact?      Yes      No

Briefly describe responsibilities/duties:

### SPECIAL SKILLS/PROFESSIONAL AFFILIATIONS

Typing/Shorthand Speed:	Software Knowledge:	Other:
Professional Affiliations:		

### ADDITIONAL REMARKS

I consent to the release of information about my liability and fitness for Federal Employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists and other authorized employees of the Federal Government. I affirm that the information I have provided is true, and that falsification may be grounds for non-employment or dismissal. I certify that to the best of my knowledge and belief, all of my statements are true, correct and correct and made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# EQUAL EMPLOYMENT OPPORTUNITY

Position Title: \_\_\_\_\_ Announcement No.: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

To aid the United States Bankruptcy Court in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This information will be separated from your application before any decisions affecting employment are made and will be used by authorized personnel for research and evaluation purposes only. Your assistance in providing this information will ensure the success of the research and evaluation program.

Gender:

- Male
- Female

Choose the Ethnic Group with which you most closely identify:

- White/Caucasian
- Black/African American
- Hispanic or Latino
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Pacific Islander

Your Age Group:

- Under 21
- 21 - 29
- 30 - 39
- 40 - 49
- 50 - 59
- 60 - 69
- 70 - 79
- 80 or over

Disability Status:

- I do not have a disability
- I have a disability
  
- I choose not to provide any of the above information.