

APPLICANT INFORMATION

Applications are only accepted for open positions.

The Court reserves the right to modify the conditions of a job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Due to the volume of applications usually received, the court will only communicate with those individuals who will be invited for skills assessment and/or interview.

Employees of the U. S. Bankruptcy Court serve under “Excepted Appointment” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All employees are subject to a one year probationary period. **Participation in the interview process will be at the applicant’s own expense and relocation expenses are the applicant’s responsibility.**

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Citizenship Requirements: For information on requirements visit <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx>

Background Investigation: Positions categorized in the Judiciary as “Sensitive” require an FBI fingerprint background check. Positions categorized as “High Sensitive” require a background investigation with periodic checks.

Employee Benefits: For benefits information review the [Employee Benefits Fact Sheet](#)

How to Apply: Unless otherwise stated on the vacancy announcement, submit a cover letter, resume and [Federal Judicial Branch Application for Employment \(AO78\)](#). Please be sure review the vacancy announcement for possible additional documentation. **Be sure to include the position and announcement number on cover letter.** Applications may be obtained by selecting the above AO78 link or via the court’s website under Court Information/Employment.

Application package must be submitted electronically **only** in pdf or Word format, to: usbchr@flsb.uscourts.gov. **Applications are not accepted via facsimile.**

Applications must be received by 4:30 p.m. on the position closing date.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER