



**Application for Attorney Appointment with the
U.S. Securities and Exchange Commission**

OFFICE OF
HUMAN RESOURCES

Instructions: Please complete Part A: General Information and Part B: Required Documentation and return the application package to the appropriate point of contact.

PART A: GENERAL INFORMATION

Application Date: _____

How did you hear about this position: _____

APPLICANT INFORMATION			
First Name:		Last Name:	
Email Address:		Phone:	
BASIC REQUIREMENT: Please include your law school transcripts and a proof of your bar membership with your application.			
Do you have a J.D. or LL.B?	Yes	No	Year Degree Obtained
Are you a US Citizen, national or from a territory that owes allegiance to the US?	Yes	No	
Are you active member of the bar in good standing in any state, territory of the United States, the District of Columbia, or the commonwealth of Puerto Rico	Yes	No	
VETERAN'S PREFERENCE: Please include your veteran's preference documentation with your application.			
Do you claim Veteran's Preference?	Yes	No	

PART B: REQUIRED DOCUMENTATION

The Hiring Office will consider your application and supporting documentation in accordance with all applicable policies and procedures. To ensure consideration for an Attorney position with the U.S. Securities and Exchange Commission, please submit a complete application package including a comprehensive resume with a detailed description of your complete history of work experience and the applicable employment dates with months and years. As an external candidate, if you are selected for a position with the SEC, OHR will review your complete work history to establish your starting salary. If you are claiming veterans' preference and fail to provide support for your claim, your veteran's preference claim will not be considered.

In accordance with [Executive Order 14043 \(Requiring Coronavirus Disease 2019 Vaccination for Federal Employees\)](#) and to protect the health and safety of the federal workforce, all SEC employees (whether teleworking or working onsite) must be [fully vaccinated](#) against COVID-19 no later than Nov. 22, 2021. If selected for this position, you will be contacted by the Office of Human Resources with instructions for verification of vaccination status. **Please do not email or mail your vaccination documentation.** Additionally, if selected, you may request an exemption from the mandatory vaccination due to a qualifying disability or medical condition, or a sincerely held religious belief, practice or observance.

***Please note: If selected, you will be required to provide an official law school transcript and proof of bar membership.*

REQUIRED DOCUMENTS		
Resume	Yes	No
Transcript	Yes	No
Proof of Bar Membership	Yes	No
Veteran's Preference Documentation (if applicable)	Yes	No

PART C: CERTIFICATION

I certify that I have read and understand that should I be selected for a position, the resume and application materials that I have submitted will be used to determine salary. I also understand that I will not be permitted to provide an updated resume to OHR after my application has been received.

Applicant Signature/Date: _____

Equal Employment Opportunity (EEO) Information for SEC Job Applicants: Federal EEO laws protect all applicants from discrimination on the following bases: race, color, sex (not limited to conduct which is sexual in nature, includes pregnancy, gender identity, sexual orientation, transgender status), age (40 and over), religion, national origin, disability, genetic information, retaliation for participating in the EEO process or opposing discrimination. Applicants who believe they have been discriminated against on any EEO basis can seek recourse through the SEC's administrative complaints process. To be timely, an individual must enter the EEO process within 45 days from when they know (or should have known) of the alleged discrimination. Please visit <https://www.sec.gov/eoinfo/eoocomplaints.htm> for additional information.

Thank you for your application. Please return this application form and required documentation to the appropriate mailbox. If you are selected for an interview, you will be contacted directly by the hiring office.