
NATIONAL LABOR RELATIONS BOARD'S

THE HONORS PROGRAM

APPLICATION FOR LAW STUDENTS FULL-TIME GRADUATE LAW STUDENTS AND JUDICIAL LAW CLERKS



The National Labor Relations Board is an Equal Opportunity employer. All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, color, sex, political affiliation, handicap, age, sexual orientation, or any other non-merit factor.

The National Labor Relations Board provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please call the Human Resources Branch at (202) 273-3900. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PACKAGE

To apply for an entry-level attorney position with the National Labor Relations Board, either the General Counsel or Board-side, or to Field offices, you must submit an application package containing required documents scanned and provided in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format by e-mail to HonorsProgram@nlrb.gov. See **Choice of Employment** below. Each application package must contain the following information:

- ❖ a completed Honors Program Application.
- ❖ a current resume or other written application. See OF-612, Applying for Federal Job, http://www.opm.gov/Forms/pdf_fill/of612.pdf for required information.
- ❖ a completed OF-306, Declaration for Federal Employment Form (This form is to collect information used to determine your acceptability for Federal employment.) www.opm.gov/forms/pdf_fill/of0306.pdf
- ❖ your law school transcript (official or unofficial), or a list of all of your law school courses with number of credits and grades received (attach a copy of your law school's grading system explanation if it is available).
- ❖ one writing sample (an additional sample may be requested later).
- ❖ a completed OPM 1386B, Applicant Race and National Origin Questionnaire (This form is optional and will be used for statistical purposes only.) www.opm.gov/forms/pdf_fill/OPM1386B.pdf.

CHOICE OF EMPLOYMENT:

Check the offices to which you want to apply and rank them in order of preference

Board Offices. Washington, DC.

Includes Board Members staffs, the Office of Representation Appeals, and the Office of the Solicitor.

General Counsel Headquarters. Washington, DC. Includes the Division of Enforcement Litigation and the Division of Advice.

Division of Operations Management, Regional Offices.

Any of the regions listed below.

Region 1, Boston, MA

Region 2, New York, NY

Region 20, San Francisco, CA

Region 31, Los Angeles, CA

Region 32, Oakland, CA

LAW SCHOOL CLASS RANK: You must check one appropriate category among those listed (e.g., Top 15% rank would be in Top 20% category). If your school does not approve of this practice, check "not applicable."

Top 10% Top 20% Top 33% Top 50% Lower 50%
 Not Applicable

LAW REVIEW/JOURNAL PARTICIPATION:

Selected based on grades
Selected based on writing competition
Article/Comment Published
Editorial Position
Citation to articles written _____

VOLUNTEER-LEGAL AID OR CLINICAL PROGRAM (Describe)

GRADUATE DEGREE(S) (NON-LEGAL): _____
Please indicate field of study and degree awarded.)

MOOT COURT:

Voluntary
National/Regional Team
Moot Court Board

BOOK AWARD: _____

CLIENT COUNSELING COMPETITION: _____

Please list any law school, graduate school and undergraduate school honors and activities not included above:

LAW SCHOOL COURSES BEING TAKEN THIS QUARTER/SEMESTER (Not reflected in transcript): (you may submit an additional sheet if necessary)

RELEVANT EMPLOYMENT You may include professors with whom you have worked in a clinical or other volunteer program. (you may submit an additional sheet if necessary)

POSITION ORGANIZATION CONTACT PERSON TELEPHONE NO.

Are you related (*BY BLOOD OR MARRIAGE*) to anyone now employed by the National Labor Relations Board?

Yes No (*If yes, state name and relationship*)

If a decision is made to hire you, assignment to a particular office will depend on staffing needs and on whether or not your assignment to a particular office would create an actual or apparent conflict of interest. With respect to this latter consideration, if your spouse, parents, siblings, children, in-laws, finance(e), and/or another person who is a member of your household is:

1. EMPLOYED IN THE LABOR FIELD.
2. EMPLOYED BY AN INSTITUTION WHICH REGULARLY DOES BUSINESS WITH A REGIONAL OFFICE.
3. EMPLOYED IN A LAW FIRM WHICH PRACTICES LABOR LAW.

PLEASE IDENTIFY THE INDIVIDUAL, THE RELATIONSHIP, THE EMPLOYER INVOLVED AND THE REGION(S) WITH WHICH THEY DEAL.

Veterans Preference:

Have you served in any branch of the armed services? ____ Yes ____ No

If yes, please indicate: _____ (branch of service): _____ (years of service).

Are you entitled to Veteran's Preference? ____ Yes ____ No

To determine if you are eligible for veteran's preference, please review this Office of Personnel Management Veteran's Preference Eligibility Information:

<http://www.opm.gov/employ/veterans/html/vetsinfo.asp#Entitled>

DO YOU HAVE A VALID DRIVER'S LICENSE? (REGIONAL POSITIONS ONLY) YES NO

Please indicate why you want to work in the field of labor management relations and more particularly, why you are interested in employment with this agency. Also, please describe any specific legal or other experience or training which in your opinion will be helpful to you as an Attorney or Field Examiner with the National Labor Relations Board.

(You may address this question on a separate sheet, if needed)

How did you become interested in or informed about employment with the National Labor Relations Board?

NLRB Web Site _____ On campus recruitment _____ Law School Placement Office _____

Friend: _____ Law School Professor _____ Other _____

ATTENTION-THIS STATEMENT MUST BE SIGNED

Read the following carefully before signing this statement. A false answer to any question or portion thereof in this application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment. All the information you give will be considered in reviewing your application and is subject to investigation (18 U.S.C. Sec. 1001).

CERTIFICATION-I CERTIFY that all of the statements made on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature (sign in ink) _____ Date _____