

ONLINE APPLICATION INSTRUCTIONS
U.S. BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

Applications must be submitted electronically using the Application Submission Form at www.pawb.uscourts.gov/career-opportunities.

At the time of completing the on-line application, applicants must be prepared to upload each of the following:

- A cover letter in PDF format
- A resume in PDF format
- A completed *Federal Judicial Branch Application for Employment* (Form AO 78) available at: www.pawb.uscourts.gov/pdfs/AO78.pdf

The deadline for applications is December 20, 2013 at 12:00 p.m. - the application submission process will automatically close at that time. Incomplete applications will not be considered. Hard copy applications on paper will not be accepted.

**ALL COURT EMPLOYEES ARE “AT WILL” EMPLOYEES AND CAN BE
TERMINATED BY THE COURT WITH OR WITHOUT CAUSE.**

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.