

JOYCE A. SMITH
ACTING DISTRICT ATTORNEY

APRIL N. MONTGOMERY
DIRECTOR OF RECRUITMENT



OFFICE OF THE DISTRICT ATTORNEY NASSAU COUNTY

LATERAL APPLICATION PACKET

Thank you for your interest in the Nassau County District Attorney's Office. After favorable review of your application, you will be notified if you have been selected for an interview. Please note: you must be a United States Citizen to be an assistant district attorney.

Applying for an Assistant District Attorney Position as a Lateral

Applicants for an assistant district attorney position must submit the following materials in **PDF FORMAT ONLY** to the Director of Recruitment, April Montgomery, to be considered for a first stage interview:

- **Cover Letter**
- **Resume**
- **Statement of Interest** – (Labeled as such) Explain why you want to work as a prosecutor, and specifically, in the Nassau County District Attorney's Office.
- **Applicant Packet** - Read, complete, and sign the attached forms:
 - Conditions of Employment
 - Applicant Questionnaire
 - Applicant Information Sheet
- **Certificate of Good Standing**

Please Note:

- Materials must be emailed to ADAResumes@NassauDA.org.
- Only one submission is required. Do not submit duplicate sets of materials by alternate means.
- Electronic signatures are accepted.

Offer of Employment – If the District Attorney extends an offer of employment to you and you accept it, we will conduct a complete investigation of your background. **The offer is contingent on the results of that investigation.**

Please direct all inquiries regarding our hiring process or the status of your application to our recruitment office at (516) 571-3387, or email to ADAResumes@NassauDA.org.

CONDITIONS OF EMPLOYMENT

1. We require four weeks' notice of resignation.
2. No outside legal practice or full-time employment is permitted. The District Attorney must approve other non-legal, part-time employment.
3. All district attorney law assistants and assistant district attorneys must reside in the county or must move into the county within one year of their starting date. The District Attorney may waive the residency requirement.
4. Assistant district attorneys are subject to limited restrictions on political activity.
5. All assistant district attorneys are at will employees and serve at the pleasure of the District Attorney.

I have read the above and agree to these conditions of employment.

Signature: _____ Date: _____

Print Name: _____

APPLICANT QUESTIONNAIRE

Answer Yes or No to the following questions:

1. Excluding marijuana, have you ever used any illegal drugs? _____
2. Have you ever sold any illegal drugs? _____
3. Are you, or have you ever been, delinquent with respect to the filing of federal or state income tax returns? _____
4. Have you ever had a license to possess a firearm in this state or any other state? _____
5. Have you ever gambled illegally? _____
6. Have you ever been terminated from any employment? _____
7. Has any state suspended or revoked your driver's license within the past 3 years? _____
8. Have you received any summons for traffic violations? _____
9. Except for the above traffic offenses, have you ever been convicted or pled guilty to any violation, misdemeanor, or felony? _____
10. Are there any criminal charges pending against you at this time? _____

If your answer to any of these questions is yes, please set forth the question number and an explanation. (Attach an additional sheet if necessary).

Note: An affirmative response will not necessarily disqualify you from employment. I certify that the above information is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

APPLICANT INFORMATION SHEET

We ask all applicants to provide the following information:

Are you a United States Citizen? _____

Social Security Number (Last 4 digits): _____

Date of Birth: _____

Other names you use or have used: _____
(Examples: Birth Name, Maiden Name, Previous Marriage, Legal Name Change)

Undergraduate School: _____ GPA: _____ RANK: _____

Law School: _____ GPA: _____ RANK: _____

LSAT Score(s): _____ New York State Bar admission date (if applicable): _____

Please list the names, phone numbers and email addresses of three immediate supervisors from your last three positions:

Other district attorneys' offices to which you have applied:

Have you previously applied to this office? : ____ If so, when? : _____

Were you interviewed: _____ How many rounds of interviews did you complete? : 1 __ 2 __ 3__

Did you withdraw your application? : ____ Did you receive an offer? : _____

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete. I understand that the omission and/or misrepresentation of any fact from this application or during any interview will be cause for immediate dismissal.

I understand and agree that the District Attorney's Office will thoroughly investigate my entire work and personal history to verify all information given throughout the entire application process. I hereby authorize such investigation and the giving and receiving of any information requested. I release any person giving or receiving any such information from any liability whatsoever.

Signature: _____ Date: _____

Print Name: _____