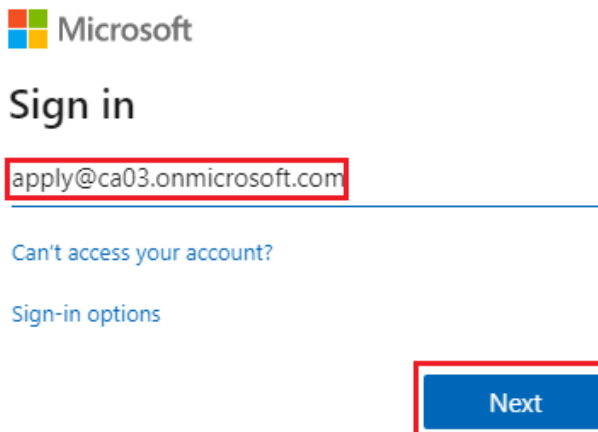


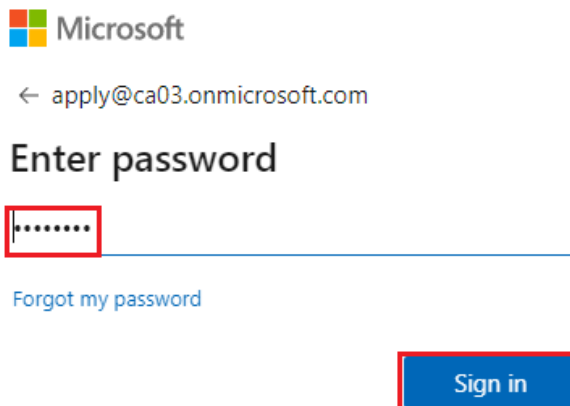
Application Instructions:

1. Download the Microsoft Word document entitled: **Application for the position of Federal Public Defender for the Middle District of Pennsylvania** from the applicable position entry on the Vacancy Announcements page: <https://www.ca3.uscourts.gov/vacancy-announcements>
2. Complete the Word document and convert it to a PDF file.
3. Submit the prepared PDF file online using the steps that follow. **Note: The online interface is only compatible with the following browsers: Chrome, Edge and FireFox.**
4. Open a fresh browser instance (**Chrome, Edge or FireFox only**) and navigate to: <https://ca03.sharepoint.com/Sites/Vacancy/Sitepages/ApplyForVacancy.aspx>
5. At the **Sign in** prompt, enter: apply@ca03.onmicrosoft.com and click **Next**



The image shows the Microsoft Sign in interface. At the top is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "apply@ca03.onmicrosoft.com", which is highlighted with a red box. Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom is a blue button labeled "Next", which is also highlighted with a red box.

6. At the **Enter Password** prompt, enter: Job@ca03 and click **Sign in**



The image shows the Microsoft Enter password interface. At the top is the Microsoft logo. Below it is the text "Enter password". Above the password input field is a back arrow and the email address "apply@ca03.onmicrosoft.com". The password input field contains several dots and is highlighted with a red box. Below the input field is a link: "Forgot my password". At the bottom is a blue button labeled "Sign in", which is also highlighted with a red box.

7. At the **Stay signed in?** screen, click **No**:



apply@ca03.onmicrosoft.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No	Yes
----	-----

8. On the form page titled: **Apply for a Vacancy**, complete all fields in the **Create New Application** section. For the **Supporting File Upload** field, select your prepared PDF file.
9. Click **Submit Application** and wait until a confirmation appears. The same confirmation will be emailed to the address entered in the form.

Note: If a confirmation e-mail message is not received in the Inbox, check the Spam/Junk directory. In case of errors note the details and contact the IT Help Desk: CA3_KaceHelpdesk@ca3.uscourts.gov / 267-299-4150