



The Chief Counsel accepts applications in several formats such as [electronic](#), [mail](#), [fax](#) and [hand delivery](#). However, the submission of an electronic application package will facilitate faster processing. A complete electronic Employment Application package for the IRS Office of Chief Counsel includes five items listed below. The instructions for completing and submitting an application package are noted below as well.

#### Documents Needed for Electronic Submission of Employment Application

- [Application Form](#)
- [Resume](#)
- [Transcripts](#)
- [Writing Sample](#)
- [Form OF-306](#)

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#### ELECTRONIC APPLICATION FORM

This [application form](#) has been developed to simplify the application process by allowing you to apply for vacant positions in an MS Word format. To complete this form, you need MS Word 97 or MS Word 2000. It is extremely important that you read the instructions before you attempt to complete your application. Failure to do so could result in errors, which may prevent correct processing of your application.

The application is divided into three sections, which are discussed in more detail below. Each section contains a series of items you must complete to submit your application. Some of these items require you to type in a response, while other items require you to scroll through a drop-down menu to select your response(s).

It is strongly suggested that you familiarize yourself with the various sections and information requirements before you attempt to complete and submit your application. After you submit an application, you will be sent an e-mail notice confirming receipt of your electronic application package.

#### **Section Information**

- **Section 1 (Applicant Information)** solicits basic biographical information about you. This information includes your name and educational background.

This section includes basic information such as First Name, Last Name and Social Security Number (SSN). In addition, there are questions about your educational background. The following list gives more specific information on how the questions should be answered.

- **Vacancy Source Index** - VA is vacancy announcement; OCI is on campus interview; OCR is on campus recruiting; WRT is writing in based on own knowledge; REFER is referred by someone in Office of Chief Counsel, IRS; OTHER is any other means of finding out about the vacant positions.
  - **Highest Level of Education** - If you have **NOT** finished your education, please indicate the current level. For example, if you are in the second year of a JD program, select 2nd Year JD. If you have completed the program, select JD.
  - **Grade Point Average (GPA)** – Please enter your GPA and the highest number of the GPA scale that your GPA is based on, i.e., GPA 3.0 GPA Scale 4.0.
  - **Law School** - Please indicate the school you attended or are attending for your JD. It needs to be selected even if it is the same as your LLM school.
  - **Class Standing** - Please indicate your class standing by percent rank for your JD. If this information is not available, please select No Rank.
  - **Graduation Date** - If you have not graduated from your program (either JD or LLM), please indicate the expected date of graduation.
- **Section 2 (Chief Counsel Desired Location)** solicits information concerning the geographical area and types of work you are interested in pursuing.

The types of work include the Division Counsel office(s) and Field office(s) in which you are interested. (Please note that some Counsel offices are only located in Washington, DC.) A full list of locations is available [here](#). The following list gives more specific information on how the questions should be answered.

- **Chief Counsel Desired Locations** - This section indicates the cities in which you are interested in working. You may select one city, multiple cities or all cities.
  - **Type of Work** - This section allows you to rank the areas (1,2,3, etc.) that are of interest to you. The rank numbering should include both Field and Division offices. If you are interested in all areas, check the "All" box. If you do not have a preference, leave the boxes marked as 'NA'.
- **Section 3 (Current Employer)** solicits information about any current employment and the date you would be available to begin working at Chief Counsel.
    - If you are not currently employed, please enter NA in the text field. This is to ensure the data is not missing from the application.

- [Link to MS Word form to download and complete.](#)
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### Resume

We will accept a resume in any MS Word or IBM compatible text format. If you only have a hard copy, you may scan and attach it with your submission.

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### Transcripts

Attach an electronic copy of your transcripts. If your transcripts are only available in hard copy, you may scan and attach them with your submission.

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### Writing Sample

We will accept an 8-10 page writing sample in any MS Word or IBM compatible text format. If you only have a hard copy, you may scan and attach it with your submission.

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### Form OF-306

Click on the link for Form OF-306 ([www.treas.gov/jobs/irsof306.pdf](http://www.treas.gov/jobs/irsof306.pdf)) to access a fillable PDF version. Complete the form online and do a "Save As" to your desktop.

The documents are in "fillable" Adobe Acrobat format (Adobe Acrobat Reader 3.0 or newer is required). The documents may be completed on screen, if you so desire. Simply insert the requested information, starting with the first block and continue by tabbing through the entire document. When finished, save the form with all of your information.

**NOTE:** Adobe Acrobat is a free application available for download by clicking [here](#).

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### ELECTRONIC PACKAGE SUBMISSION

When you have completed each of the five documents, please **e-mail** them to: [Attorney.Applications@irscounsel.treas.gov](mailto:Attorney.Applications@irscounsel.treas.gov) or click the link to create an e-mail message.

**NOTE:** The attorney applications mailbox is for applications only and will return an electronic acknowledgement of receipt of your application. If you have inquiries, please send them to: [Attorney.Inquiries@irscounsel.treas.gov](mailto:Attorney.Inquiries@irscounsel.treas.gov) or click the link to create an e-mail message.

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## FAX SUBMISSION OF EMPLOYMENT APPLICATION

A complete fax submission of an Employment Application package consists of five documents ([resume](#), [transcripts](#), [writing sample](#), [Form OF-306](#), and [Form 6524](#)). Please note that if you only have a hard copy of your application package, you will need to complete and submit the [Form 6524](#) in lieu of the application form.

### Form 6524

Click on the link for Form 6524 ([www.treas.gov/jobs/irsform6.pdf](http://www.treas.gov/jobs/irsform6.pdf)) to access a fillable PDF version. Complete the form online and do a "Save As" to your desktop.

The documents are in "fillable" Adobe Acrobat format (Adobe Acrobat Reader 3.0 or newer is required). The documents may be completed on screen, if you so desire. Simply insert the requested information, starting with the first block and continue by tabbing through the entire document. When finished, print the form.

**NOTE:** Adobe Acrobat is a free application available for download by clicking [here](#).

Once you have completed your application package, you may fax it to (202) 927-6975, Attention Attorney Recruiting. If you have already applied electronically and are faxing a hard copy of a missing document, be sure to include the date of your electronic application submission, your full name and your SSN so we can correctly associate the files.

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## MAIL SUBMISSION OF EMPLOYMENT APPLICATION

A complete mail submission of an Employment Application package consists of five documents ([resume](#), [transcripts](#), [writing sample](#), [Form OF-306](#), and [Form 6524](#)). Please note that if you only have a hard copy of your application package, you will need to complete and submit the [Form 6524](#) in lieu of the application form.

### Form 6524

Click on the link for Form 6524 ([www.treas.gov/jobs/irsform6.pdf](http://www.treas.gov/jobs/irsform6.pdf)) to access a fillable PDF version. Complete the form online and do a "Save As" to your desktop.

The documents are in "fillable" Adobe Acrobat format (Adobe Acrobat Reader 3.0 or newer is required). The documents may be completed on screen, if you so desire. Simply insert the requested information, starting with the first block and continue by tabbing through the entire document. When finished, print the form.

**NOTE:** Adobe Acrobat is a free application available for download by clicking [here](#).

Once you have completed your application package, you may mail it to the address noted below. If you have already applied electronically and are mailing a hard copy of a missing document, be sure to include the date of your electronic application submission, your full name and your SSN so we can correctly associate the files.

Office of Chief Counsel, IRS  
Ben Franklin Station  
P. O Box 14740  
ATTN: Attorney Recruitment (Room 4409)  
Washington, D.C. 20044-4740

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## HAND DELIVERY OF EMPLOYMENT APPLICATION

A complete hand delivery of an Employment Application package consists of five documents ([resume](#), [transcripts](#), [writing sample](#), [Form OF-306](#), and [Form 6524](#)). Please note that if you only have a hard copy of your application package, you will need to complete and submit the [Form 6524](#) in lieu of the application form.

### **Form 6524**

Click on the link for Form 6524 ([www.treas.gov/jobs/irsform6.pdf](http://www.treas.gov/jobs/irsform6.pdf)) to access a fillable PDF version. Complete the form online and do a "Save As" to your desktop.

The documents are in "fillable" Adobe Acrobat format (Adobe Acrobat Reader 3.0 or newer is required). The documents may be completed on screen, if you so desire. Simply insert the requested information, starting with the first block and continue by tabbing through the entire document. When finished, print the form.

**NOTE:** Adobe Acrobat is a free application available for download by clicking [here](#).

Once you have completed your application package, you may deliver it to the address noted below. If you have already applied electronically and are dropping off a hard copy

of a missing document, be sure to include the date of your electronic application submission, your full name and your SSN so we can correctly associate the files.

Attorney Recruitment Office, Room 4409,

1111 Constitution Avenue, NW in Washington, DC

We are located across the street from the Federal Triangle Metro stop.

**Thank you for participating in the Office of Chief Counsel, IRS Attorney  
Recruitment Process.**

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