

# Job Notice Form

Date: \_\_\_\_\_

**Position Type:**

- Permanent/Full-Time
- Temporary
- Summer - Full
- Summer - Split
- Part-Time: \_\_\_\_\_hrs/week

**Applicant Description (Please check box):**

- 1L  2L  3L  LLM
- Recent Graduate
- Alumni with \_\_\_\_\_ years of experience

**Blind Listing?**

- Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Website Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Employer Description (Please check box):**

- |                                   |  |  |   |                                |
|-----------------------------------|--|--|---|--------------------------------|
| <input type="checkbox"/> Law Firm | <input type="checkbox"/> Government- Federal | <input type="checkbox"/> Judiciary- Federal        | <input type="checkbox"/> Public Interest      | <input type="checkbox"/> Other |
|                                   | <input type="checkbox"/> Government- State   | <input type="checkbox"/> Judiciary- State          | <input type="checkbox"/> Business/Corporation |                                |
|                                   | <input type="checkbox"/> Government- Local   | <input type="checkbox"/> Judiciary- Administrative | <input type="checkbox"/> Military             |                                |
|                                   | <input type="checkbox"/> Government- Other   |  | <input type="checkbox"/> Academia             |                                |

- If a Law Firm:**
- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> Primarily Plaintiff | <input type="checkbox"/> Head Office   | <input type="checkbox"/> Solo Practice | <input type="checkbox"/> 26-50 Attys   | <input type="checkbox"/> 251-500 Attys |
| <input type="checkbox"/> Primarily Defense   | <input type="checkbox"/> Branch Office | <input type="checkbox"/> 2-10 Attys    | <input type="checkbox"/> 51-100 Attys  | <input type="checkbox"/> 501+ Attys    |
| <input type="checkbox"/> N/A                 |  | <input type="checkbox"/> 11-25 Attys   | <input type="checkbox"/> 101-250 Attys |  |

Primary Practice Areas: \_\_\_\_\_

Criteria Required: \_\_\_\_\_

Criteria Preferred: \_\_\_\_\_

Salary: \_\_\_\_\_

- How to Apply:**
- Applicants contact you directly via:  Phone  Mail  Fax  Email
  - The Office of Career Services collects and forwards résumés to your office

**Application Materials Required (Please check all that apply):**

- Cover Letter
- Résumé
- Writing Sample
- List of References (3)
- Letters of Recommendation (3)

Deadline for applications to be received in your office: \_\_\_\_\_

Position Description: