

## Employer Registration Form 2011 On-Campus Interview Program

To register for Tulane University Law School's Fall On-campus Interview Program, please submit the following to Adam Maese, Career Development Office, Tulane University Law School, 6325 Freret St., New Orleans, LA 70118:

1. Completed registration form.
2. A check for registration fees of \$100\* (covering interview rooms, lunch, parking passes, etc.) made payable to Tulane Law School. This registration fee is waived for public interest and government employers.
3. Signed copy of the Non-Discrimination Form.

Please also submit a copy of your completed registration form to Adam Maese via e-mail ([amaese@tulane.edu](mailto:amaese@tulane.edu)) or fax (504-862-8797) to confirm your registration.

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

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Website: \_\_\_\_\_

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

**Preferred Interview Date(s):** \_\_\_\_\_

*Select up to four interview dates between September 7<sup>th</sup> and October 7<sup>th</sup>, excluding September 15<sup>th</sup> - 16<sup>th</sup>. If you prefer to interview on or after October 18<sup>th</sup>, please contact us at (504) 862-8462 to arrange an alternate interview date. We will also be hosting Early Interview Days on August 15<sup>th</sup> and 16<sup>th</sup>. Please contact Adam Maese for more details.*

**Class Years Recruiting:** (please circle)      2L      3L / LLM      2011 Graduates

**Preferred Academic Hiring Criteria:** (please circle)      Top 20%      Top 35%      No Preference

**Additional Hiring Criteria:** \_\_\_\_\_

**Information about the position(s):** \_\_\_\_\_

(e.g., new associate or, if for the summer, paid/unpaid; full summer only; if split summer is available, specific program dates, practice areas and any other relevant information)

**Locations for which you are recruiting:** \_\_\_\_\_

<b>Interview Length:</b> (please circle)	<b>20 min.</b>	<b>30 min.</b>	
<b>Interview Day Length:</b> (please circle)	<b>Full Day</b>	<b>A.M. only</b>	<b>P.M. only</b>
	(9 a.m. - 5 p.m.)	(9 a.m. start)	(1 p.m. start)

**Students will initially submit a résumé. Please indicate what documents students should bring to the interview:** (please circle)      Transcript      Writing sample      List of three (3) references

**We will e-mail the final résumé package to the e-mail address listed above. Please list any additional e-mail addresses that you would like to receive your résumé package:** \_\_\_\_\_

*\* Please let us know if the fee precludes you from participating in our program.*

## **Tulane University**

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment retention and promotion of the most qualified students, faculty, and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, disability or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, patients and employees.

### **EMPLOYERS:**

**Sign and return the following statement to the Tulane Law School Career Development Office prior to your scheduled recruiting date.**

### **STATEMENT OF COMPLIANCE**

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(name of organization)

is an Equal Opportunity Employer and complies with the Tulane University policy of non-discrimination. We hire without regard to race, sex, color, religion, sexual orientation, marital status, national or ethnic origin, age, disability or veteran status.

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Signature

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Date

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Title

### **IMPORTANT**

Please note that failure to sign and return this form intact, without any qualification, may result in our referral of such failure to the appropriate University committee, to determine whether such failure is evidence of refusal to comply with Tulane's Affirmative Action policy, to determine whether Tulane facilities and services will continue to be available to your organization, and to determine what other action should be taken by the University.