



LAW SCHOOL

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):

- Law Firm Government- Federal Judiciary- Federal Public Interest Other
Government- State Judiciary- State Business/Corporation
Government- Local Judiciary- Administrative Military
Government- Other Academia

- If a Law Firm: Primarily Plaintiff Head Office Solo Practice 26-50 Attys 251-500 Attys
Primarily Defense Branch Office 2-10 Attys 51-100 Attys 501+ Attys
N/A 11-25 Attys 101-250 Attys

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

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

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

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

- How to Apply: Applicants contact you directly via: Phone Mail Fax Email
The CDO 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:

Please send completed form to David Webster at dwebster@tulane.edu or fax it to 504-862-8797.

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 and employees. Return of this completed form signifies compliance with Tulane's non-discriminatory policies.



*Career Development Office*

## **Tulane University**

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### **EMPLOYERS:**

**Sign and return the following statement to the Tulane Law School Career Development Office prior to posting a job.**

### **STATEMENT OF COMPLIANCE**

\_\_\_\_\_  
(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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.