



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):

- | | | | | |
|-----------------------------------|--|--|---|--------------------------------|
| <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 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: