

Date: _____

Position Type:

- Permanent
- Temporary
- Summer-Full
- Summer-Split
- Full-Time
- Part-Time: _____ hours/week

Applicant Description (please check Box):

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

Blind Listing?

- Yes No

Position Title: _____

Applicant Qualifications: _____

Salary (required if you are for-profit organization/law firm): \$ _____ unpaid

Employer: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____ **Fax:** _____ **Email:** _____

Employer Primary Practice Area: _____

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/Non-profit |
| <input type="checkbox"/> Government-State | <input type="checkbox"/> Government-Local | <input type="checkbox"/> Judiciary-State | <input type="checkbox"/> Business/Corporation |
| <input type="checkbox"/> Government-Other | <input type="checkbox"/> Judiciary-Admin | <input type="checkbox"/> Military | <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"/> 50-100Attys |
| <input type="checkbox"/> Primarily Defense | <input type="checkbox"/> Branch Office | <input type="checkbox"/> 2-10Attys | <input type="checkbox"/> 101-250Attys |
| <input type="checkbox"/> N/A | | <input type="checkbox"/> 11-25Attys | <input type="checkbox"/> 251-500Attys |
| | | <input type="checkbox"/> 26-50Attys | <input type="checkbox"/> 501+Attys |

How to receive applications:

Applicants can apply to you directly via: Email Fax Mail

OR

Our office collects and forwards applications via: Email Fax Mail

Application materials required (please check all that applies):

- Cover Letter Resume Writing Sample List of References (3) Transcript

Deadline for applications to be received by your office: _____

Position Description:

