

**Employer Registration Form  
2016 New Orleans Fall Interview Program &  
Admiralty Law Institute**

To register for Tulane University Law School's Spring On-Campus Interview Program in conjunction with the Admiralty Law Institute, please submit the following to: Katie O'Leary, Career Development Office, Tulane University Law School, 6329 Freret St., New Orleans, LA 70118:

1. Completed registration form.
2. Signed copy of the Non-Discrimination Form (page 2).

Please also submit a copy of your completed registration form to Katie O'Leary via e-mail ([koleary@tulane.edu](mailto:koleary@tulane.edu)) or fax (504.862.8797) to confirm your registration.

**Employer Name:** \_\_\_\_\_  
**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_ **Web site:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Please indicate preferred date(s):** \_\_\_\_\_

*Select up to three interview dates between October 26 and October 28. If you prefer to interview outside of these dates, please contact us at 504.862.8458 to schedule an alternate interview date.*

**Class Years Recruiting:** (please check)     1L     2L     3L     LLM

**Preferred Academic Hiring Criteria:** (please check)     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, the specific dates, practice areas and any other relevant information)

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

**Interview Length:** (please check)     20 min.     30 min.

**Interview Day Length:** (please check)     **Full Day** (9 a.m. - 5 p.m.)     **A.M. only** (9 a.m. start)     **P.M. only** (1 p.m. start)

**Students will initially submit a résumé. Please indicate what other documents students should bring to the interview:** (please check)     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:** \_\_\_\_\_



*Career Development Office*

## **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**

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