

## Employer Registration Form 2016 Fall Interview Program - Early Interview Days

Tulane Law School's Career Development Office will be hosting two Early Interview Days as part of our 2016 Fall Interview Program. The Early Interview Days will be taking place on Tuesday, August 16<sup>th</sup> and Wednesday, August 17<sup>th</sup> at the Hilton New Orleans Riverside (2 Poydras St., New Orleans, LA 70130).

To register for Tulane University Law School's Fall Interview Program Early Interview Days, please submit the following to David Webster, Career Development Office, Tulane Law School, 6329 Freret St., Ste. 155, New Orleans, LA 70118:

1. Completed registration form.
2. A check for registration fees of \$175 (covering cost of room, lunch, etc.) payable to Tulane Law School.
3. Signed copy of the Non-Discrimination Form.

Please also submit a copy of your completed registration form to David Webster via e-mail ([dwebster@tulane.edu](mailto:dwebster@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):** (please check)      **Tuesday, 8/16**      **Wednesday, 8/17**

**Class Years Recruiting:** (please check)      2L      3L / LLM      2016 Graduates

**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, specific program dates, practice areas and any other relevant information)

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

<b>Interview Length:</b> (please check)	<b>20 min.</b>	<b>30 min.</b>	
<b>Interview Day Length:</b> (please check)	<b>Full Day</b>	<b>A.M. only</b>	<b>P.M. only</b>

**Students will initially submit a résumé. Please indicate what 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 at which you would like to receive your résumé package:** \_\_\_\_\_

## **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, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law. 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.

Please complete & return to David Webster, Tel (504) 865-5942 • Fax (504) 862-8797 • [dwebster@tulane.edu](mailto:dwebster@tulane.edu)  
Career Development Office, Tulane Law School, 6329 Freret St., Ste. 155, New Orleans, LA 70118