



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, State, Local, Other
Judiciary- Federal, State, Administrative
Public Interest, Business/Corporation, Military, Academia

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



*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, 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 posting a job.**

### **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, 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.

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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.