



## 2018 Houston Interview Program Employer Registration Form

Tulane University Law School will be hosting interviews in Houston on Thursday, 8/30 (Galleria) and Friday, 8/31 (Downtown), as part of our annual Houston Interview Program.

To register for Tulane University Law School's Houston Interview Program, please submit the following to Meghan Carney, Career Development Office, Tulane University Law School, 6329 Freret Street, New Orleans, LA 70118:

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

Please also submit a copy of your completed registration form to Meghan Carney via e-mail ([mcarney6@tulane.edu](mailto:mcarney6@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:** (check) \_\_\_\_\_ **Thursday, 8/30 at the Galleria** \_\_\_\_\_ **Friday, 8/31 Downtown**  
(Tulane Business School 1700 West Loop South) (Embassy Suites Downtown 1515 Dallas Street)

**Class Years Recruiting:** (check) \_\_\_\_\_ 2L \_\_\_\_\_ 3L / LLM \_\_\_\_\_ 2018 graduates \_\_\_\_\_ No Preference

**Preferred Academic Hiring Criteria:**(check) \_\_\_\_\_ Top 20% \_\_\_\_\_ Top 35%

**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:** \_\_\_\_\_

**Interview Day Length:** (check) \_\_\_\_\_ **Half Day** \_\_\_\_\_ **Full Day**

**Students will initially submit a résumé. Please indicate what documents students should bring to the**

**interview:** (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:** \_\_\_\_\_

Please complete & return to Meghan Carney Tel (504) 862-8834 • Fax (504) 862-8797 •  
mcarney6@tulane.edu Career Development Office, Tulane Law School, 6329 Freret St., Ste. 203, New Orleans, LA 70118-6231

*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 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, national/ethnic origin, age, citizenship, marital status, sexual orientation, 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.