



LAW SCHOOL

Résumé Collection 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 Judiciary- Federal Public Interest Other
Government- State Judiciary- State Business/Corporation
Government- Local Judiciary- Administrative Military
Government- Other Academia

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

Primary Practice Areas: _____

Criteria Required: _____

Locations for which you are recruiting: _____

Application Materials Required (Please check all that apply):

- Cover Letter Résumé Writing Sample List of References (3) Letters of Recommendation (3)

Please collect résumés and forward one package to me by (date): _____

May we email your résumé package to you? Yes No If no, please indicate name and account number of your overnight mail delivery service

Name

Account Number

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

(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.

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.