

Career Development Office

Employer Registration Form 2017 On-Campus Fall Interview Program

To register for Tulane University Law School's Fall On-campus Interview Program, 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 \$100* (covering interview room, lunch, parking passes, etc.) made payable to Tulane Law School. This registration fee is waived for public interest and government employers.
3. Signed copy of the Non-Discrimination Form.

Please also e-mail a copy of your registration form to dwebster@tulane.edu or fax it to 504-862-8797.

Employer Name: _____
 Primary Contact: _____ Title: _____
 Telephone: _____ Fax: _____
 E-mail address: _____ Website: _____
 Address: _____ City, State, Zip: _____

Preferred Interview Date(s): _____
 (The program starts on September 7th; there will be no interviews October 6th-13th.)

Class Years Recruiting: (please check) 2L 3L / LLM 2017 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: _____

Interview Length: (please check)	20 min.	30 min.	
Interview Day Length: (please check)	Full Day	A.M. only	P.M. only
	(9 a.m. - 5 p.m.)	(9 a.m. start)	(1 p.m. start)

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: _____

* Please let us know if the fee precludes you from participating in our program.

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

(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.