



LAW SCHOOL

Job Notice Form

Date: _____

Position Type:

- ☐ Permanent/Full-Time
☐ Internship (no academic credit)
☐ 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):

- | | | | | |
|--|--|---|--|--------------------------------|
| <input type="checkbox"/> Law Firm | <input type="checkbox"/> Government- Federal | <input type="checkbox"/> Judiciary- Federal | <input type="checkbox"/> Public Interest | <input type="checkbox"/> Other |
| <input type="checkbox"/> Government- State | <input type="checkbox"/> Judiciary- State | <input type="checkbox"/> Business/Corporation | | |
| <input type="checkbox"/> Government- Local | <input type="checkbox"/> Judiciary- Administrative | <input type="checkbox"/> Military | | |
| <input type="checkbox"/> Government- Other | | <input type="checkbox"/> Academia | | |

- If a Law Firm:
- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Primarily Plaintiff | <input type="checkbox"/> Head Office | <input type="checkbox"/> Solo Practice | <input type="checkbox"/> 26-50 Attys | <input type="checkbox"/> 251-500 Attys |
| <input type="checkbox"/> Primarily Defense | <input type="checkbox"/> Branch Office | <input type="checkbox"/> 2-10 Attys | <input type="checkbox"/> 51-100 Attys | <input type="checkbox"/> 501+ Attys |
| <input type="checkbox"/> N/A | | <input type="checkbox"/> 11-25 Attys | <input type="checkbox"/> 101-250 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 ☐ Law Transcript ☐ List of References (3)

Deadline for applications to be received in your office: _____

Position Description:

Tulane University

Tulane University is an equal opportunity educator and employer committed to providing an education and employment environment free of unlawful discrimination, harassment and retaliation. Legally protected demographic classifications (such as a person's race, color, religion, age, sex, national origin, shared ancestry, disability, genetics, veteran status, or any other characteristic protected by applicable federal, state or local laws) are not relied upon as an eligibility, selection or participation criteria for Tulane's employment or educational programs or activities.

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 committed to providing employment environment free of unlawful discrimination, harassment and retaliation. Legally protected demographic classifications (such as a person's race, color, religion, age, sex, national origin, shared ancestry, disability, genetics, veteran status, or any other characteristic protected by applicable federal, state or local laws) are not relied upon as an eligibility, selection or participation criteria for employment.

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.