



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**

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(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.**

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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.