



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:



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.