



## 2019 Fall Interview Program - Early Interview Days

### Employer Registration Form

Tulane Law School's Career Development Office will host two Early Interview Days as a part of our 2019 Fall Interview Program. The Early Interview Days will take place on Tuesday, August 20<sup>th</sup> and Wednesday, August 21<sup>st</sup> at the Hilton New Orleans Riverside Hotel (2 Poydras St., New Orleans, LA 70130.)

To register for Tulane Law School's Fall Interview Program Early Interview Days, please submit the following to the Tulane Law School Career Development Office:

1. Completed registration form.
2. Check for registration fees of \$195 (covering cost of room, lunch, etc.) payable to Tulane Law School.
3. Signed copy of the Non-Discrimination Compliance Form.

Materials submitted should be sent to the attention of Jessica McClain at 6329 Freret St., Ste. 203, New Orleans, LA 70118. Please also submit a copy of your completed registration form to Jessica via e-mail (jmcclain2@tulane.edu) or fax (504-862-8797) to confirm your registration.

**Employer Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Web:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Preferred Interview Date(s):** (please check)  Tuesday, 8/20  Wednesday, 8/21

**Class Years Recruiting:** (please check)  2L  3L / LLM  2019 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, program dates, specific practice area(s), and any other relevant information)

**Locations for which you are recruiting:** \_\_\_\_\_

**Interview Day Length:** (please check)  *Full Day*  *Half Day*

**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 where you would like to receive your résumé package:**

\_\_\_\_\_



*Career Development Office*

## **Tulane University**

Tulane University is an Affirmative Action/Equal Employment Opportunity institution. 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 or in its treatment of students, patients and employees.

### **EMPLOYERS:**

Sign and return the following Statement of Compliance to the Tulane Law School Career Development Office prior to your scheduled recruiting date.

## **STATEMENT OF COMPLIANCE**

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(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.

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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.

*Please complete and return this form to Jessica McClain, Tel (504)865-5848 \* Fax (504)862-8797 \* [jmccclain2@tulane.edu](mailto:jmccclain2@tulane.edu)*