



2019 Washington, D.C. Interview Program

August 1, 2019 and August 2, 2019

Employer Registration Form

You are invited to participate in our 2019 Washington D.C. Walk-Around Interview Program. Selected students will travel to Washington, D.C. at their own expense to interview with employers in their respective offices. There is NO COST for this program. You will be able to prescreen ALL interview candidates and select those you wish to interview.

To register, please submit the following to Tulane Law School Career Development Office, 6329 Freret Street, Ste. 203, New Orleans, LA 70118:

1. Completed registration form.
2. Signed copy of the Non-Discrimination Compliance Form.

Submission materials should be sent to the attention of Jessica McClain. 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. We would appreciate receipt of all registration forms **by Friday, May 31, 2019.**

Employer Name: _____

Primary Contact: _____ **Title:** _____

Telephone: _____ **Fax:** _____

Email Address: _____ **Web:** _____

Physical Address: _____

Preferred Interview Date(s): (please check) _____ Thursday, 8/01 _____ Friday, 8/02

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: _____

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

(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.

*Please complete and return this form to Jessica McClain, Tel (504)865-5848 * Fax (504)862-8797 * jmccclair2@tulane.edu*