**2022 Spring On-Campus Interview Program**

**Employer Registration**

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| **Please complete this form in its entirety and email, fax or mail it to Jessica McClain at jmcclain2@tulane.edu; or 504-862-8797 (fax); or 6329 Freret St., Ste. 203, New Orleans, LA 70118** |

**Contact Information**

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| --- |
| Employer Name: |
| Primary Contact: |
| Telephone: Email: |
| Alternate Contact: |
| Alternate Phone: Alternate Email: |
| Website: |
| Physical Address: |

**Hiring Needs (*check all that apply*)**

\_\_ 2024 (1L)

\_\_ 2023 (2L)

\_\_ 2022 (3L/LLM)

\_\_ 2021 Graduates

\_\_ Permanent Associate

\_\_ Summer Associate

\_\_ Fall/Spring Intern

\_\_ Law Clerk

\_\_ Paid

\_\_ Unpaid

\_\_ Full Summer

\_\_ Split Summer

Practice Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other position details (*attach additional sheets if needed*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offices/Locations recruiting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Academic Hiring Criteria (*check all that apply*)**

\_\_ Top 20% \_\_Top 35% \_\_ Law Review/Moot Court

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to a resume, indicate required application materials: (*check all that apply*):

\_\_ Cover Letter \_\_ Unofficial Transcript \_\_ Writing Sample \_\_ List of Three (3) References

**Interview Day Needs**

Preferred Interview Date(s)(*program begins 2/22/22*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Full Day Schedule \_\_ Half Day-Morning Schedule \_\_ Half Day-Afternoon Schedule



*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:**

Please sign and return the following Statement of Compliance to the Tulane Law School Career Development Office along with your registration form.

**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.

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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 \* jmcclain2@tulane.edu*