



Office of Career Development
1422 West Peachtree Street, Atlanta, Georgia 30309
Tel: (678) 916-2610 | Fax: (404) 873-1609

Return Form to Paul Wilson pwilson@johnmarshall.edu

Job Posting Request Form

Name of Organization	Mailing Address	City, State, Postal Code	
Contact Person's Name	Position Title	Phone Number	Email Address
Position Title: _____		Full or Part-time: _____	
Description of Organization:			
Position Description:			
Applicant Preference: <input type="checkbox"/> 1L <input type="checkbox"/> 2L <input type="checkbox"/> 3L/4L <input type="checkbox"/> New Grad (0-2 yrs exp). <input type="checkbox"/> Alumni (2+ yrs exp.)			
Hiring Criteria/Qualifications:			
Site Category (practice area):			
Application Materials: <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Transcripts (Unofficial) <input type="checkbox"/> Writing Sample			

How would you like candidates to submit application materials?

- ☐ Email (each application will be emailed directly to the email address you designate below)
☐ Accumulate applications and send in one batch to the email designated below after the posting date has expired
☐ Other, please specify here:

Email to: _____

Application Receipt Deadline: _____

Equal Opportunity Statement

In compliance with the policy of the Association of American Law Schools, accessibility to all programs operated by this institution is guaranteed to all otherwise qualified persons. Therefore, there shall be no discrimination on the basis of race, national origin, religion, creed, gender, sexual orientation, age, handicap, or veteran status, in either the selection of students for participation in the program, or as to any aspect of the program; provided, however that with respect to the handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's ineffective participation in the program.

Signature _____

Date _____