



Employer Job Posting Request Form

Employer Name: _____

Contact Name/Title: _____

Employer Address: _____

Telephone: _____ **Fax:** _____

E-mail: _____ **Website:** _____

Type of Practice: _____

Type of Position (circle): **Law Clerk** **Attorney** **Other:** _____

Position Description: _____

Required Qualifications: _____

Preferred Qualifications: _____

Full Time/Part Time: _____ **Salary:** _____

Pursuant to the Fair Labor Standards Act, private employers are required to pay students or alumni at least minimum wage for work with the organization. Florida Coastal School of Law will not post opportunities listed by private organizations seeking students or alumni for uncompensated positions.

Candidates Requested (circle all that apply):

1L 2L 3L Graduates Bar Members

Applications Materials Requested (circle all that apply):

Resume Cover Letter Transcript Writing Sample Other: _____

Apply Via (circle all that apply):

U. S. Mail Fax E-mail Accumulate On-Line*

If you choose **Accumulate On-Line no resumes will be sent to you until after the deadline has passed.*

Deadline: _____ **Date Position Available:** _____

Return Form Via: **Fax: (904) 680-7729** **or** **E-mail: careerservices@fcsl.edu**

*Please note that by utilizing the services and facilities of the Career Services Department, you are agreeing to comply with the policy of Florida Coastal School of Law's Non-Discrimination Policy: **The Florida Coastal School of Law does not discriminate on the basis of race, color, national origin, ethnicity, religion, gender, disability, age, or sexual orientation in its programs and activities.***

Employers are solely responsible for ensuring that all postings, hiring procedures, subsequent employment, internships, volunteer work, or other engagements of any nature comply with all applicable local, state and federal laws. Florida Coastal School of Law bears no responsibility for determining whether any such postings or engagements by Employers comply with any local, state, or federal laws.