



JOB POSTING REQUEST FORM

Please complete both pages of this form and return to Angela Geter at ageter@stu.edu.

EMPLOYER PROFILE

Employer's Name: _____
Address 1: _____
Address 2: _____
City: _____
State: _____
Postal Code: _____
Phone: _____
Fax: _____
Website: http:// _____
No. of Attorneys: _____
Practice Areas: _____

Employer Type:

<input type="checkbox"/> Business/Industry	<input type="checkbox"/> Public Interest
<input type="checkbox"/> Federal Government	<input type="checkbox"/> State/Local Government
<input type="checkbox"/> Law Firm	<input type="checkbox"/> Other

RECRUITER INFORMATION

Hiring Attorney: _____
Main Contact: _____
Alumnus: Yes / No **Alumnus Yr.:** _____
Job Title: _____
Phone: _____
Fax: _____
Email: _____

Don't list:

<input type="checkbox"/> Employer's Name	<input type="checkbox"/> Address
<input type="checkbox"/> Name of Hiring Attorney	<input type="checkbox"/> Name of Main Contact
<input type="checkbox"/> Phone No.	<input type="checkbox"/> Fax No.
<input type="checkbox"/> Email Address	

May we contact you regarding other recruiting options?
 Yes / No If yes, via:

<input type="checkbox"/> Fax	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
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JOB INFORMATION

Job Category *(Mark all that apply):*

<input type="checkbox"/> 1L	<input type="checkbox"/> 2L	<input type="checkbox"/> 3L	<input type="checkbox"/> LL.M. <i>(specify)</i> _____
<input type="checkbox"/> Law Clerk/Intern PT	<input type="checkbox"/> Seasoned (> 6 yrs)		
<input type="checkbox"/> Law Clerk/Intern FT	<input type="checkbox"/> Temp/Seasonal		
<input type="checkbox"/> Law Clerk Summer	<input type="checkbox"/> Post Grad Fellowship		
<input type="checkbox"/> Volunteer/Pro Bono	<input type="checkbox"/> Judicial Clerkship		
<input type="checkbox"/> Entry-level (0-3 yrs)	<input type="checkbox"/> Other Legal Support		
<input type="checkbox"/> Mid-level (4-6 yrs)	<input type="checkbox"/> Alternative Career		

Job Title: _____

Job Description: _____

Job Requirements: *(Skills, Knowledge & Abilities)*

Bar Required? Yes / No **State(s):** _____

Salary Paid? Yes / No \$ _____

No. of positions open? _____

Apply by: *(Mark all that apply)*

<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail
<input type="checkbox"/> Career Services Office		
<input type="checkbox"/> Website: _____		
<input type="checkbox"/> Email: _____		

Requested Items: *(Mark all that apply)*

<input type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> LS Transcript
<input type="checkbox"/> Cover Letter Addressed to: _____		
<input type="checkbox"/> Application: _____		
<input type="checkbox"/> Other: _____		



NON-DISCRIMINATION POLICY

We require all employers to sign the following statement to confirm compliance with our non-discrimination policy:

St. Thomas University School of Law is an equal opportunity institution of higher education. The Law School conforms to all applicable laws prohibiting discrimination and is committed to non-discrimination on the basis of gender, sexual orientation, marital status, age, race, color, disability, religious affiliation, national origin, ancestry or social condition in its educational programs, admission policies, employment policies, financial aid or other school-administered programs and activities. The Director for Student Affairs is designated as the person to handle inquiries regarding this policy and can be contacted at (305) 623-2358. The Career Services facilities are available only to those employers whose practices are consistent with this policy. Use of St. Thomas University School of Law Career Services facilities constitutes the employer's agreement to abide by the policy stated above.

Employer: _____

Name (please print): _____

Title: _____

Signature: _____

Date: _____