



## JOB POSTING REQUEST FORM

Please complete both pages of this form and return to Angela Geter at [ageter@stu.edu](mailto: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 |
|------------------------------|--------------------------------|-------------------------------|--------------------------------|

### 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. (specify) _____ |
| <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 |
|--------------------------------|------------------------------|-------------------------------|

☐ Career Services Office

☐ Website: \_\_\_\_\_

☐ Email: \_\_\_\_\_

#### Requested Items: (Mark all that apply)

- |                                 |   |  |
|---------------------------------|---|--|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Writing Sample | <input type="checkbox"/> LS Transcript |
|---------------------------------|---|--|

☐ Cover Letter Addressed to: \_\_\_\_\_

☐ Application: \_\_\_\_\_

☐ 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: \_\_\_\_\_