

**UNIVERSITY OF DAYTON SCHOOL OF LAW  
CAREER SERVICES OFFICE**

***Job Posting Questionnaire***

300 College Park  
Dayton, Ohio 45469-2774

Ph: (937) 229-3215  
Fx: (937) 229-4772

<b>Today's Date:</b>	<b>Application Deadline:</b>	<b>Starting Date:</b>
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<b>Employer Name:</b>	
<b>Address:</b>	<b>Phone:</b>  <b>May Applicants Call?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contact Person's Name &amp; Title:</b>	<b>E-mail:</b>
<b>Type of Practice &amp; No. of Attorneys:</b>	<b>Website Address:</b>

<b>Type of Position Available (check one):</b> <input type="checkbox"/> Part-time (school year) <input type="checkbox"/> Summer <input type="checkbox"/> Full-time (post grad)
<b>No. of Hours / Week:</b> _____

<b>Position Title and Description:</b>	<b>Hiring Criteria:</b>
<b>Salary:</b>	<b>Benefits:</b>

**Level of Experience:**     1L     2L     3L     Graduate

**Check one of the following to indicate how you wish to receive applications.**

Applicants should submit the following directly (check preferences):

Cover Letter     Resume     Transcript     References

Writing Sample (# of pages max = \_\_\_\_\_)

**Have you hired a UDSL student/graduate before?**     Yes     No

The University of Dayton School of Law does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, handicap, sexual preference or orientation, or status as a disabled veteran or veteran of the Vietnam era. The facilities and services of the school are available only to those employers whose practices are consistent with this policy. Use of the facilities or services of the School of Law is construed as an affirmation by the employer that it does not discriminate at any stage of the employment process.

Our organization agrees to abide by the above policies during every phase of the recruitment and hiring process:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_