

UNIVERSITY OF DAYTON SCHOOL OF LAW
CAREER SERVICES OFFICE

Employer Request Form

300 College Park
Dayton, OH 45469-2774

Fax: 937-229-4772
Telephone: 937-229-3215

E-mail: cso@udayton.edu
Web Site: <http://www.law.udayton.edu>

EMPLOYER INFORMATION

Employer: _____
Area of Practice: _____
Number of Attorneys: _____
Contact Name: _____
Title: _____
Address: _____
City, State, Zip: _____
E-Mail: _____
Phone: _____
Fax: _____
Web Site: _____

HIRING CRITERIA

	REQUIRE	PREFER
Class Rank _____%	<input type="checkbox"/>	<input type="checkbox"/>
Law Review (2L/3L)	<input type="checkbox"/>	<input type="checkbox"/>
Moot Court (2L/3L)	<input type="checkbox"/>	<input type="checkbox"/>
Years of Law School: ___ 3L ___ 2L ___ 1L		
Technical Background: _____		
Degree/s other than JD: _____		
Foreign Language/s: _____		
Other Criteria: _____		

TO REQUEST ON-CAMPUS INTERVIEWS

Interview Date: _____
Interview Length: _____ minutes
Name(s) of Interviewer(s) (use asterisk if alumnus/a):

Students submit: Resume Cover Letter
Law School Transcript Writing Sample
Undergrad Transcript References
Other (please specify) _____

TO REQUEST A RESUME COLLECTION OR
A DIRECT STUDENT CONTACT

Resume Collection: Yes
(CSO collects, batches and submits students' materials)
By what date? _____
Direct Student Contact: Yes
(Students send materials directly to the employer)
By what date? _____
Students should submit: Resume Cover Letter
Law School Transcript Writing Sample
Undergrad Transcript References
Other (please specify) _____

*** PLEASE READ & SIGN BELOW BEFORE SUBMITTING ***

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 of Law 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

Authorized Signature: _____ Date: _____