

CAREER CENTER JOB POSTING FORM

Please return form via email to lawcareercenter@campbell.edu or fax to (919) 865-5993

Employer: _____ Website: _____
 Contact / Title: _____ Email: _____
 Hiring Attorney: _____ Email: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 Office(s) locations in consideration: _____

Note: Student resume packets are transmitted as a PDF via email. Please contact the Career Center if you are unable to receive email attachments.

LAW STUDENT RECRUITING

Position _____
☐ Fall ☐ Spring ☐ Summer
☐ Paid ☐ Unpaid* ☐ Split Summer Permitted
 If yes, specify half _____

*For guidance on the U.S. Department of Labor's definition of volunteer internships, please visit www.dol.gov/whd/regs/compliance/whdfs71.htm.

Application Materials

In addition to resume, applicants must submit
☐ Cover Letter ☐ Transcript ☐ Writing Sample
☐ Reference List

Hiring Criteria

Please indicate additional criteria for consideration:
 Class Rank % ☐ Required ☐ Preferred ☐ Not a Factor
 Law Review ☐ Required ☐ Preferred ☐ Not a Factor
 Moot Court/Trial Team
☐ Required ☐ Preferred ☐ Not a Factor

Technical Background: _____

Foreign Language: _____

Advanced Degree (other than J.D.): _____

Other: _____

Request for On-Campus Interview

Interview Dates Requested: 1st choice _____

2nd Choice _____ 3rd Choice _____

Applications accepted from: ☐ 1L ☐ 2L ☐ 3L

Length of Interviews: ☐ 20 minutes ☐ 30 minutes

Begin Interviews (time): _____

Special Scheduling Request (Lunch/Breaks): _____

Interviewers (If alum, indicate year): _____

Request for Resume Collect/Direct Contact

Application materials submitted to employer:
 _____ as single PDF by Career Center (Resume Collect)
 _____ individually by each applicant (Direct Contact)

Applications accepted from: ☐ 1L ☐ 2L ☐ 3L
 Deadline: _____

ENTRY LEVEL/EXPERIENCED ATTORNEY RECRUITING

Position: _____

Start Date: _____ Salary: _____

Applications accepted from:

☐ 3L/Alumni ☐ Entry-Level Atty (0-1 yr)
☐ Mid-Level Atty (2-7 yrs) ☐ Senior Level Atty (8+ yrs)

Response: ☐ Email ☐ Fax ☐ Mail

☐ Apply online via company website

Job Description: _____

Deadline: _____

It is the intention of the University to cooperate as fully as possible with the applicable requirements and provisions of the various state and federal employment and local labor laws. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, creed, color, sex, sexual orientation, gender, age, national origin, religion, disability, or status as a veteran except where exemption is appropriate and allowed by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising. The University maintains affirmative action programs to promote the employment opportunities of qualified individuals with disabilities, disabled veterans, recently separated veterans, armed forces service medal veterans, and other protected veterans. Inquiries regarding the University's equal opportunity/affirmative action policy may be directed to: Campbell University, Human Resources Department, P.O. Box 595, Buies Creek, NC. The facilities and services of the Career Center are available only to those employers who are in agreement with the above policy.