

2011 Law School Career Services Registration Form

Please FAX to (202) 319-4734 or EMAIL to jobs@law.edu



Law School: **The Catholic University of America, Columbus School of Law**

Dates of On-Campus Recruiting Program: **August 29, 2011 to November 7, 2011**

Blocked Dates: September 5; September 29-30; October 7; October 10

Normal Interviewing Hours: **8:30am to 5:00pm**

Usual Length of Interviews: 20 minutes 30 minutes [w/10-minute am/pm breaks & 40-minute lunch break]

Recruiting Organization Information

Employer: _____
Legal Recruiter: _____ Hiring Attorney: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____
E-mail: _____ Website: _____
Offices for which you are recruiting: _____

(For offices interviewing independently, please use a separate form.)

Request for OCI or Off-Campus Interviews

Interview dates requested: _____

First choice: _____ **Second choice:** _____ **Third choice:** _____

Classes you will interview: 2L (____%) [2D/3E] 3L (____%) [3D/4E]

Interviews begin at (time): _____ End by: _____

Number of schedules (rooms) required: _____ Number of interviewing days: _____

Names of interviewers (indicate by including class year if alumnus/a): _____

Interviewers will work: alone in teams Number of interviewers per room: _____

Length of interviews: 20 min. 30 min. Other (specify): _____

Employers will receive student résumés to prescreen. Students should **bring to their interview**:

Résumé Transcript Writing Sample References Other _____

Delivery Method for Campus Interviews

By Simplicity or method below:

An express mail service may be used at your expense: (if applicable)

U.S. MAIL

Name and account number for Express Mail Service: _____

Preferred arrangement (explain): _____

Request for Résumé Collection Only

If you do not plan to interview on campus but wish to receive résumés:

Résumés should be sent by the following date: _____

You will accept résumés from: 2L (____%) [2D/3E] 3L (____%) [3D/4E]

Résumés should be sent **individually** by students: Yes No

Résumés should be sent as a **group** by the Office of Career & Professional Development Yes No

Employers will receive student résumés to prescreen. Students should **bring to the interview** when scheduled:

Résumé Transcript Writing Sample References Other: _____

Delivery Method for Résumés Collection Only

By Simplicity or method below

An express mail service may be used at your expense: (if applicable)

U.S. MAIL

Name and account number for Express Mail Service: _____

Preferred arrangement (explain): _____

Video-Conferencing Interviews Also Available -- Please Contact OCPD

Other information required by school: Please submit a copy of your employer **brochure**, *if applicable*, a current **NALP form**, and a **signed Statement of Non-Discrimination** with your Registration Form*

Hiring Information (Please indicate specifically any criteria you consider in hiring our students)			
	Required	Preferred	Not a Factor
Class Rank _____ %			
Law Journal			
Moot Court/Mock Trial			
Technical Background _____			
Advanced Degree Other than J.D. _____			
Foreign Language _____			
Other _____			

[Other Services](#)

Please contact the **Office of Career and Professional Development** at (202) 319-5132 or *via* e-mail to jobs@law.edu, if you are interested in additional information about **posting a job** *via* Symplicity or participating in our **Spring OCI / Résumé Collections** program.

Statement of Non-Discrimination: *The Columbus School of Law, motivated by the Catholic identity of The Catholic University of America, of which it is an integral part, recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural and ethnic diversity. The university prohibits discrimination on the basis of race, color, national origin, gender, age, disability or status as a veteran or disabled veteran. The university maintains its Catholic character, but is open to persons of all religious faiths who respect the goals of The Catholic University of America, as adopted by the Board of Trustees. It does not discriminate on the basis of religion, except to the extent that it's right to act in furtherance of its religious objectives. The university fully accepts the teachings of the Catholic Church with regard to homosexual conduct and sexual conduct outside the bounds of matrimony, as set forth by the Magisterium of the Catholic Church. Consistent with those teachings, the university does not discriminate purely on the basis of an individual's sexual orientation.*

Signing your name in this blank constitutes your signature and assurance that you understand and adhere to this *Statement of Non-Discrimination*.*

[Signature]

[Printed Name]

[Title]

*Duly Noted: Military Employer Exclusion