

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

**Position Type:**

- Part-time - hours \_\_\_/week
- Full-time
- Summer
- Internship
- Fellowship

**Applicant Description (please check Box):**

- 1L     2L     3L     LLM
- Recent Graduate
- Alumni with \_\_\_\_\_ years of experience

**Blind Listing?**  Yes     No

**Position Title:** \_\_\_\_\_

**Applicant Qualifications:** \_\_\_\_\_ **Salary**

(required if you are for-profit organization/law firm): \$ \_\_\_\_\_  unpaid **Employer:**

**Address:** \_\_\_\_\_

**City,** \_\_\_\_\_ **State,** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Employer Primary Practice Area:** \_\_\_\_\_

**Employer Description (please check box):**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Law Firm         | <input type="checkbox"/> Government-Federal | <input type="checkbox"/> Judiciary-Federal | <input type="checkbox"/> Public Interest/Non-profit |
| <input type="checkbox"/> Government-State | <input type="checkbox"/> Government-Local   | <input type="checkbox"/> Judiciary-State   | <input type="checkbox"/> Business/Corporation       |
| <input type="checkbox"/> Government-Other | <input type="checkbox"/> Judiciary-Admin    | <input type="checkbox"/> Military          | <input type="checkbox"/> Academia                   |

**If a Law Firm:**

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Primarily Plaintiff | <input type="checkbox"/> Head Office   | <input type="checkbox"/> Solo Practice | <input type="checkbox"/> 50-100Attys  |
| <input type="checkbox"/> Primarily Defense   | <input type="checkbox"/> Branch Office | <input type="checkbox"/> 2-10Attys     | <input type="checkbox"/> 101-250Attys |
| <input type="checkbox"/> N/A                 |  | <input type="checkbox"/> 11-25Attys    | <input type="checkbox"/> 251-500Attys |
|  |  | <input type="checkbox"/> 26-50Attys    | <input type="checkbox"/> 501+Attys    |

**How to receive applications:**

**Applicants can apply to you directly via:**                     Email             Fax             Mail

OR

**Our office collects and forwards applications via:**                     Email             Fax             Mail

**Application materials required (please check all that applies):**

- Cover Letter     Resume     Writing Sample     List of References (3)     Transcript

**Deadline for applications to be received by your office:**  30 days     60 days     other \_\_\_\_\_

Unless otherwise specified, this posting will appear for 30 days. If you would like the posting removed prior to then, please email your request to [lwcareer@loyno.edu](mailto:lwcareer@loyno.edu).

**Position Description:**

(Additional space is available on page three.)

---

---

---

---



*Career Development Office*

## **Loyola University New Orleans**

Loyola University New Orleans is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment retention and promotion of the most qualified students, faculty, and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, disability or veteran status. Loyola University New Orleans does not discriminate in its provision of services and benefits and in its treatment of students, patients and employees.

### **EMPLOYERS:**

**Sign and return the following statement to the Loyola University New Orleans College of Law, Career Development Office prior to posing a job.**

### **STATEMENT OF COMPLIANCE**

\_\_\_\_\_  
(name of organization)

is an Equal Opportunity Employer and complies with the Loyola University New Orleans policy of non-discrimination. We hire without regard to race, sex, color, religion, sexual orientation, marital status, national or ethnic origin, age, disability, or veteran status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### **IMPORTANT**

Please note that failure to sign and return this form intact, without any qualifications, may result in our referral of such failure to the appropriate University committee, to determine whether such failure is evidence of refusal to comply with Loyola's Affirmative Action Policy, to determine whether Loyola facilities and services will continue to be available to your organization, and to determine what other action should be taken by the University.

