

JOHN MARSHALL LAW SCHOOL

FALL 2011 CAREER SERVICES REQUEST FORM

**Interviewing begins on 9/1/2011 and continues through 11/18/2011 for FALL.

Employer: _____

Address: _____ Telephone: _____
 _____ Fax: _____
 _____ Website: _____

E-Mail (REQUIRED): _____

Offices for which you are recruiting: _____

Hiring Attorney: _____ Recruiting Coordinator: _____

INFORMATION FOR ON-CAMPUS INTERVIEWS

Interview dates requested: First Choice: _____ Second Choice: _____ Third Choice: _____

Classes you will interview: 2L _____ 3L _____ (On-Campus Interviews not available for 1Ls until Spring)

You also require: Transcript (Unofficial) _____ Writing Sample (Provided at interview) _____ Other _____

Interview hours (usually 9 a.m. to 5 p.m.) Begin at: _____ end by: _____ Number of schedules (rooms) required: _____

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

Interviewers will work in teams _____ or alone _____ Length of interviews: 20 minutes _____ 30 minutes _____ Other _____

INFORMATION FOR RECEIVING RESUMES ONLY (RESUME FORWARDING)

If you do not plan to interview at our school but wish to receive resumes:

Resumes should be sent by (date): _____

You will accept resumes from: 1L _____ (1L resumes cannot be sent until 12/1) 2L _____ 3L _____

Resumes should be sent as a group by the placement office: Yes _____ No _____ OR sent individually by students: Yes _____ No _____

You also require: Transcript (Unofficial Academic Record) _____ Writing Sample(Provided at interview) _____

Other _____

REQUIRED INFORMATION FOR ALL EMPLOYERS

Name and account number for express mail service: _____

Or Preferred arrangement(explain): _____

***Other information required:**

Law School Career Services Request Form	1 copy at time of request for services
NALP Questionnaire	1 copy at time of request
Firm Resume	2 copies at time of request

HIRING INFORMATION

Please indicate SPECIFICALLY any criteria you consider in hiring our students:

	Required	Preferred	Not a Factor
Class Rank _____ %	_____	_____	_____
Law Review	_____	_____	_____
Moot Court/Mock Trial	_____	_____	_____
Technical Background (specify) _____	_____	_____	_____
Foreign Language (specify) _____	_____	_____	_____
Other _____	_____	_____	_____

SCHOOL NON-DISCRIMINATION POLICY: Atlanta's John Marshall Law School has long refrained from discriminating on the basis of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. The policy of the Association of American Law Schools, required of all AALS-accredited law schools, reinforces our long-standing practice. Accordingly, John Marshall Law School's placement services are expressly limited to employers willing to have their request for placement services, including posting notices, considered as an assurance of the employer's agreement to consider John Marshall's students without discrimination on the stated bases. In addition, the Law School requests that employers using our placement services also not discriminate on the basis of any other factor unrelated to an individual's capacity to perform lawyering tasks.