



**Office of Career Development**  
1422 West Peachtree Street, Atlanta, Georgia 30309  
Phone: (404) 872-3593 / Fax: (404) 873-1609 / www.johnmarshall.edu

## JOB POSTING FORM

**Organization Name:** \_\_\_\_\_

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

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Web Site:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Position Title:** Associate \_\_\_\_\_ Law Clerk \_\_\_\_\_ Intern \_\_\_\_\_ Other (please specify): \_\_\_\_\_

**Position available for:** Permanent \_\_\_\_\_ Summer \_\_\_\_\_ Part-Time \_\_\_\_\_ Other \_\_\_\_\_

**Position open to:** 1L\* \_\_\_\_\_ 2L \_\_\_\_\_ 3L \_\_\_\_\_ Recent Graduates \_\_\_\_\_ Alumni \_\_\_\_\_

\*(NALP RULE: 1Ls cannot submit resumes until after 12/1 of their first year)

**Please select which services you wish to register for below (Free of charge):**

- Resumes should be sent individually by students: YES \_\_\_\_\_ NO \_\_\_\_\_
- Resumes should be sent as a group by the Career Development Office\*: YES \_\_\_\_\_ NO \_\_\_\_\_  
(\* This service is available for current students only, not graduates)

**Please check application materials required:**

Resume \_\_\_\_\_ Cover Letter \_\_\_\_\_ Transcripts \_\_\_\_\_ Writing Sample \_\_\_\_\_ References \_\_\_\_\_

**Job description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requirements:** \_\_\_\_\_

\_\_\_\_\_

**Salary:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**Non-Discrimination Policy:** Atlanta's John Marshall Law School does not discriminate on the basis of race, gender identity, gender expression, 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.