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.