



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 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.