

# JOHN MARSHALL LAW SCHOOL

## SPRING 2014 CAREER SERVICES REQUEST FORM

\*\*Interviewing begins on 1/13/14 and continues through 4/18/14 for SPRING.

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.