



Employer: _____

Recruiting Contact (for this request): _____ Title: _____

Complete mailing address: _____

Telephone: _____ E-mail: _____

Website: _____ May we use information from your website to help create the job posting? YES NO

Hiring Criteria

*(Please indicate **specifically** any criteria you consider necessary in hiring)*

	Required	Preferred
Specific Minimum GPA <i>(Notre Dame does not rank its students so, for clarity, include only actual GPA numbers and not class rank or percentage criteria)</i>	Minimum GPA	Minimum GPA
Law Journal		
Moot Court (Elective)/Mock Trial		
Science/Engineering Degree		
Advanced Degree		
Foreign Language (specify)		
Other:		

Years hiring: 1L *(after 12/1)* 2L 3L Other _____ Position title: _____

Position: Long-term or Short-term *(please circle one)* Full-time or Part-time *(please circle one)*
(more than one year) (one year or less)

Type of e-mail delivery for resumes: Sent individually as submitted Sent as a group on this date: _____

E-mail address for delivery *(only if different from contact listed above)*: _____

Additional Materials Requested: Cover letter Transcript Writing sample References Other: _____

Special Requests or Comments: _____

The Career Development Office complies with the American Bar Association and the AALS requirements that all employers to whom we provide assistance and facilities for interviewing and other placement functions observe the principles of equal opportunity to obtain employment without discrimination or segregation on the grounds of race, color, national origin, gender, sex, sexual orientation, age, or disability or unlawful discrimination on the basis of religion.

Please sign to indicate compliance with these ABA and AALS principles.

Your compliance is signified through the submission of this form. _____

To contact the Career Development Office, call (574) 631-7542 or e-mail awruble@nd.edu

Thank you!