

Duquesne University School of Law Career Services Office

2017 Spring Recruitment Program Registration Form

Section A:

Name of Employer: _____

Address: _____

Telephone: _____

Fax: _____

Contact Person: _____

Email: _____

Website: _____

Hiring for Which Office Location(s): _____

Section B:

Please select one of the following:

_____ *We will participate in Duquesne Law School's Spring On-Campus Interview Program.*

First Choice Interview Date: _____ Second Choice Interview Date: _____

We will conduct initial interviews _____ at our office _____ at the Law School.

Interview start time: _____

Length of interviews: _____ 15 minutes _____ 20 minutes _____ 30 minutes _____ other _____

Name of interviewer(s) if known: _____

_____ *We would like students to submit application materials directly to our office.*

_____ *We would like the Career Services Office to collect application materials and mail them to us, and we will contact students directly to schedule interviews.*

Section C:

We will consider application materials from the following students (please check all that apply):

_____ 1st year (1st year day, 1st & 2nd year evening, and 1st & 2nd year part-time day students)

_____ 2nd year (2nd year day, 3rd year evening, and 3rd year part-time day students)

_____ 3rd year (3rd year day, 4th year evening, and 4th year part-time day students)

Students should submit: _____ cover letter _____ resume _____ transcript _____ writing sample

Please indicate if the following hiring criteria are required, preferred or not a factor:

_____ Class Rank _____ % _____ Moot Court/Mock Trial
_____ Law Review/Law Journal Experience _____ Other _____

*The Law School faculty strongly suggest that first-year Day Division students should not engage in any outside employment during their first year at the Law School, and strongly suggest that second and third year Day Division students should not engage in more than 20 hours per week of outside employment.

*The Duquesne University School of Law Career Services Office is committed to a policy against discrimination in employment based on race, color, national origin, sex, age, disability, sexual orientation, or religious background. By submitting this form, employers agree that their standards and practices conform to this policy.

Please return this form via email: lawcareers@duq.edu; fax: (412) 396-6598; or mail: 600 Forbes Avenue, Pittsburgh, PA 15282. Questions? Contact (412) 396-6559 or lawcareers@duq.edu.