JOB POSTING AND RESUME COLLECTION FORM

Office of Career Services

This request is a: □ Job Posting □ Resume Collection Closing Date: ______________

Employer Name: ____________________________________________________________

Address: __________________________________________________________________

Phone: __________________________ Fax: __________________________

Contact Name: __________________________ Title: __________________________

FOR JOB POSTINGS, students should apply via: E-mail □ Fax □ Mail □

E-mail (to receive resumes): ________________________________________________

Position For (check all that apply):

□ 1L (Class of ________) □ 2L (Class of ________) □ 3L (Class of ________)
□ Recent Grad/ 0-2 Years □ Experienced Grad/ 3+ Years □ LL.M. (Foreign-Trained Lawyers)
□ FT Summer □ PT Summer □ PT School Year □ FT Associate

Job Title: __________________________________________________________________

Job Description:

________________________________________________________________________

________________________________________________________________________

Compensation: ____________________ □ Hour □ Week □ Month □ Year □ Contract/Project

Hiring Preferences:

□ Class Rank __________ □ Moot Court □ Law Journal □ Other __________________________

Branches/Locations Interviewing For: __________________________________________

Required Application Materials:

Resume □ Cover Letter □ Transcript □ Writing Sample □

Other (please specify) _______________________________________________________}

Thank you for using the career services of The Ohio State University Moritz College of Law to advertise your current vacancy. The career services of the Moritz College of Law are available only to employers who provide equal employment opportunities for all, in compliance with the policy of The Ohio State University, regardless of sex, age, race, color, creed, religion, national or ethnic origin, disability, sexual orientation, gender identity or expression, Vietnam-era or other veteran status, except as mandated by pertinent legal requirements. If your organization agrees to abide by this policy, please have a professional member of your organization sign below. Failure to sign will eliminate your organization from using the services of the Office of Career Services.

Signature: __________________________________________ Title: __________________

Please return form by email to clark.2672@osu.edu or by fax to 614-292-6667.

If you have any questions, please call Kamilah Clark at 614-292-0087.