



**SCHOOL OF LAW
OFFICE OF CAREER SERVICES**

JOB POSTING REQUEST

(Please Print or Type)

Firm Name:

Address:

Phone: ()

Fax: ()

Web Site:

Contact Person:

Title:

Email:

Employer Type: Business Government Law Firm Public Interest

Firm Size: Solo 2-10 11-25 26-50 51-100 101-250 251-500

Practice Areas:

Please place an X here if **BLIND LISTING** (Employer information will not appear in listing)

Position Title: _____

Job Description:

Qualifications:

Class Years Requested: 1L 2L 3L GRAD **Post-Grad Years Experience:**

Requested Material: Resume Cover Letter Transcript References Writing Sample
 Letter of Recommendation Application form: (specify)

Salary: _____ **Hours:** _____ Part-Time Full-Time **Deadline Date:** _____

Response Method: Mail Fax Call Email Career Services to collect resumes

Notice: Please be advised that ABA Standard 304c precludes full-time law students from engaging in employment for more than 20 hours per week whether outside or within the law school.

Return by fax to (516) 463-7351 or Email to lawcareer@hofstra.edu



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STATEMENT OF NON-DISCRIMINATION

Hofstra University School of Law is committed to a policy against discrimination in employment on the ground of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. The Career Services facilities of the Law School are available only to employers whose practices are consistent with this policy.

Your signature below indicates your understanding that use of Hofstra Law School Career Services' facilities requires adherence to this policy.

Employer's Name: _____

Signature: _____

Date: _____