DEPAUL UNIVERSITY COLLEGE OF LAW
Job Posting Form

- Please PRINT or TYPE all information – be clear and complete.
- The information on this form will be transferred to our password-protected job database where it can be easily access by our students and alumni.
- Your posting will expire in three (3) months unless you request an earlier or later expiration date, or you call and ask for removal.
- Please fax this form to 312-476-3243 or enter information on-line at www.law.depaul.edu/career (click on "Job Posting Form for Employers").

Today's Date _____ Start Date _____

Position Available:
ρ Law Clerk
ρ Attorney
ρ Other _____
(secretary/paralegal/researcher/sales, etc., please describe)

Schedule
ρ Part-Time
ρ Full-Time

Duration
ρ School Year
ρ Summer Only
ρ School Year + Summer
ρ Permanent
ρ Temporary

Class Year/Experience Level (circle all that apply):
Current 1L, Current 2L, Current 3L, Recent Grad (0-2 years), Experienced Attorney

Salary _____ hour/month/year/negotiable (circle one)

Employer's Name & Address

_____

_____

_____

Website URL _____

Phone # _____

Fax # _____

Email _____

Contact Person & Title

_____

_____

Practice Areas/Specialties

_____

_____

Best Contact Method (circle all that apply):

Mail Fax Email Phone

Application Materials To Submit (circle all that apply):
Cover Letter Resume Law Transcript Writing Sample References Undergrad Transcript
Other: _____

Job Description/Additional Information:

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