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:  Schedule  Duration
ρ Law Clerk  ρ Part-Time  ρ School Year
ρ Attorney  ρ Full-Time  ρ Summer Only
ρ Other ________________________________________  ρ School Year + Summer
 (secretary/paralegal/researcher/sales, etc., please describe)
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  Contact Person & Title
________________________________________  __________________________________________
________________________________________  __________________________________________
________________________________________  __________________________________________

Practice Areas/Specialties
Website URL ____________________________________

Phone # ________________________________________  Best Contact Method (circle all that apply):
Fax # ________________________________________  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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