UNIVERSITY OF DAYTON SCHOOL OF LAW
CAREER SERVICES OFFICE

Employer Request Form

300 College Park
Dayton, OH 45469-2774

Fax: 937-229-4772
Telephone: 937-229-3215

E-mail: cso@udayton.edu
Web Site: http://www.law.udayton.edu

EMPLOYER INFORMATION

Employer: _____

Area of Practice: _____

Number of Attorneys: _____

Contact Name: _____

Title: _____

Address: _____

City, State, Zip: _____

E-Mail: _____

Phone: _____

Fax: _____

Web Site: _____

HIRING CRITERIA

	REQUIRE	PREFER
Class Rank _____%	☐	☐
Law Review (2L/3L)	☐	☐
Moot Court/Mock Trial (2L/3L)	☐	☐

Years of Law School: ___ 3L ___ 2L ___ 1L

Technical Background: _____

Degree/s other than JD: _____

Foreign Language/s: _____

Other Criteria: _____

***** PLEASE SEND TWO SETS OF EMPLOYER INFORMATION *****

TO REQUEST ON-CAMPUS INTERVIEWS

Interview Date: _____

Interview Length _____ minutes

Name(s) of Interviewer(s) (use asterisk if alumnus/a):

_____

_____

To apply, submit: Resume ☐ Cover Letter ☐
Law School Transcript ☐ Writing Sample ☐
Undergrad Transcript ☐

Other *(please specify)* _____

TO REQUEST RESUME COLLECTION OR DIRECT STUDENT CONTACT

Resume Collection: Yes ☐
By what date? _____

Direct Student Contact: Yes ☐
By what date? _____

To apply, submit: Resume ☐ Cover Letter ☐
Law School Transcript ☐ Writing Sample ☐
Undergrad Transcript ☐

Other *(please specify)* _____

***** PLEASE READ & SIGN BELOW BEFORE SUBMITTING *****

The University of Dayton School of Law does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, handicap, sexual preference or orientation, or status as a disabled veteran or veteran of the Vietnam era. The facilities and services of the School of Law are available only to those employers whose practices are consistent with this policy. Use of the facilities or services of the School of Law is construed as an affirmation by the employer that it does not discriminate at any stage of the employment process.

Our organization agrees to abide by the above policies during every phase of the recruitment and hiring process.

Authorized Signature: _____ **Title:** _____ **Date:** _____