University of Dayton School of Law
Career Services
Job Posting Questionnaire

300 College Park
Dayton, Ohio 45469-2774

Ph: (937) 229-3215
Fx: (937) 229-4772

Today's Date:	Application Deadline:	Starting Date:

Employer Name:	
Address:	Phone: May Applicants Call? ____Yes ____No
Contact Person & Title:	Fax: E-mail:
Type of Practice & No. of Attorneys Employed:	Website Address:

Type of Position Available (check one): ____Part-time ____Full-time ____Summer

No. of Hours / Week: _____

Position Title and Description:	Hiring Criteria:
Salary:	Benefits:

Level of Experience Required (check preferences): ____1L ____2L ____3L ____Graduate

Check one of the following to indicate how you wish to receive applications.

____Applicants should submit the following directly (check preferences):

____Cover Letter ____Resume ____Transcript _____References

____Writing Sample (# of pages max = _____)

____I prefer to have UDSL collect and forward all resumes by this date: _____

Have you hired a UDSL student/graduate before? ____Yes ____No

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 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:

Signature: _____ **Date:** _____