

**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

|                      |                              |                       |
|----------------------|------------------------------|-----------------------|
| <b>Today's Date:</b> | <b>Application Deadline:</b> | <b>Starting Date:</b> |
|----------------------|------------------------------|-----------------------|

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| <b>Employer Name:</b>                                    |   |
| <b>Address:</b>  | <b>Phone:</b><br><br><b>May Applicants Call?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Contact Person &amp; Title:</b>                       | <b>Fax:</b><br><b>E-mail:</b>   |
| <b>Type of Practice &amp; No. of Attorneys Employed:</b> | <b>Website Address:</b>   |

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| <b>Type of Position Available (check one):</b> <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Summer |
| <b>No. of Hours / Week:</b> _____  |

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|--|-------------------------|
| <b>Position Title and Description:</b> | <b>Hiring Criteria:</b> |
| <b>Salary:</b>                         | <b>Benefits:</b>        |

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| <b>Level of Experience Required (check preferences):</b> <input type="checkbox"/> 1L <input type="checkbox"/> 2L <input type="checkbox"/> 3L <input type="checkbox"/> Graduate |
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| <p><b>Check one of the following to indicate how you wish to receive applications.</b></p> <p><input type="checkbox"/> Applicants should submit the following directly (check preferences):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Cover Letter    <input type="checkbox"/> Resume    <input type="checkbox"/> Transcript    <input type="checkbox"/> References</p> <p style="padding-left: 20px;"><input type="checkbox"/> Writing Sample (# of pages max = _____)</p> <p><input type="checkbox"/> I prefer to have UDSL collect and forward all resumes by this date: _____</p> |
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| <b>Have you hired a UDSL student/graduate before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
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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:** \_\_\_\_\_