



UNIVERSITY OF RICHMOND  
FOUNDED 1830

UNIVERSITY OF RICHMOND SCHOOL OF LAW

2009 EMPLOYER RECRUITMENT REGISTRATION FORM FALL

Telephone: 804-289-8638 Fax: 804-287-6516

http://law.richmond.edu/career

EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_ Number of Attorneys: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_  
Recruiting Administrator: \_\_\_\_\_ Hiring Attorney: \_\_\_\_\_

Office locations for which you are recruiting for: \_\_\_\_\_

HIRING INFORMATION

Indicate any criteria you consider in hiring our students: \_\_\_\_\_  
\_\_\_\_\_

ON-CAMPUS INTERVIEWING: August 25 – November 1, 2009

OCI dates requested: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

Class(es) you will interview: 2L  3L

Length of interviews: 20 minutes  30 minutes  Please attach a job description.

Additional materials required from students in addition to a resume:

Unofficial Transcript  Cover Letter  \*Writing Sample  (\*students will bring to interview)  List of three references

JOB POSTINGS/RESUME COLLECT (check one)

Accumulate online: receive auto generated resume packet via email to be delivered on this date: \_\_\_\_\_

Resumes sent directly to employer from students via  Mail  Email  Fax by this date: \_\_\_\_\_

Accepting resumes from 2L  3L  1L  (posted 12/1) Please attach a job description.

Additional materials requested in addition to a resume:

Unofficial Transcript  Cover Letter  Writing Sample  Other \_\_\_\_\_

Please Read and Sign Our Non-Discrimination Policy

The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law. Submission of this form or posting job listings through this office signifies the employer's agreement to abide by the University of Richmond's policies and principles and the NALP Principles and Standards for Law Placement and Recruitment Activities. Recruiting services are available only to those employers whose practices are in agreement with this policy.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_ (initial) We do not, as a matter of regulation or practice, disqualify law clerks or attorneys from employment on the basis of any characteristics or handicap listed in the non-discrimination policy.

\_\_\_\_ (initial) As a matter of regulation or practice, we do disqualify from employment law clerks or attorneys with any one or more of the listed characteristics or handicaps (please indicate the nature of the disqualifying condition(s) and provide a brief explanation of the reason for your practice in the space below).

\_\_\_\_\_  
The University of Richmond School of Law requires that you complete this form, indicating the appropriate response, and return it back to the Career Services Office prior to interviewing students on campus.

Return form to:

Kym Osterbind, Recruiting Coordinator  
University of Richmond School of Law - Career Services Office  
28 Westhampton Way, Room 115  
Richmond VA 23173 (p) 804-289-8680 (fax) 804-287-6516 [kosterbi@richmond.edu](mailto:kosterbi@richmond.edu)