The Spring On-Campus Interview Program begins February 3, 2015, and continues throughout the semester.

1. **On-Campus Interview Schedule Request**

   - **Interview date(s) requested:** First Choice __________________ Second Choice __________________
   - □ On-Campus    □ via Video Conference    □ via Telephone Conference

   - **Students you wish to interview:**
     - 1Ls for part-time or summer 2015
     - 2Ls for part-time or summer 2015
     - 3Ls for Fall 2015 entry-level positions

   - **Length of interviews:** 20 minutes    30 minutes

   - **Documents requested from applicants in addition to a resume:**
     - Unofficial Transcript    Cover Letter    Writing Sample    List of References

   Please provide a brief description of the position(s) you are interviewing for __________________________________________________________

2. **REQUEST FOR APPLICATIONS**

   Employers who seek to fill **full-time, part-time, or short-term project positions** with first, second and third year law students

   - **Resume Collection** – resumes will be collected and sent in a group by the Career Development Office by (date): __________
   - **Resume Direct** – resumes will be sent directly by student by (date) ____________________________ via  Mail  Email

   * Applicants are requested to apply online through our website

   Accepting resumes from:
   - 1Ls    2Ls    3Ls

   - **Documents requested in addition to a resume:**
     - Unofficial Transcript    Cover Letter    Writing Sample    List of References

Return Completed Form to:
Kym Osterbind, Recruiting Coordinator
University of Richmond School of Law - Career Development Office
28 Westhampton Way, Room 115, Richmond, VA 23173
804-289-8680 • (fax) 804-287-6516 • kosterbi@richmond.edu
Please Read and Sign Non-Discrimination Policy

University of Richmond School of Law

The University of Richmond School of Law prohibits discrimination with regards to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. Use of School of Law resources, facilities or services in the recruitment and employment process affirms an employer’s agreement to abide by this policy.

______ (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.

OR

______ (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 listed in the non-discrimination policy (please indicate the nature of the disqualifying condition(s) and provide a brief explanation of the reason for your practice in the space below).

Date:_____________________________  Signature: ______________________________

The University of Richmond School of Law requires that you complete this form, indicating the appropriate response, and return back to the Career Development Office prior to participating in Richmond Law recruitment programs.