UNIVERSITY OF RICHMOND
SCHOOL OF LAW
RECRUITING FORM
SPRING 2019

Employer Name: ____________________________________________
Address: ____________________________________________ City: ______ State: ______ Zip: _______________
Telephone: ___________________________ Web Site: ___________________________
Contact Person: ___________________________ Title: ___________________________ E-mail: ___________________________
Hiring Attorney: ___________________________ Telephone: ___________________________ E-mail: ___________________________
Office(s) for which you are Recruiting: ____________________________________________

Hiring Information:
Indicate any criteria you consider in hiring our students:

The Spring On-Campus Interview Program begins January 30, 2019 and continues throughout the semester.

1. On-Campus Interview Schedule Request
   Interview date(s) requested: First Choice __________________ Second Choice __________________
   □ On-Campus     □ Video or Skype Interview
   □ 1Ls for part-time or summer 2019
   □ 2Ls for part-time or summer 2019
   □ 3Ls for Fall 2019 entry-level positions
   □ Candidates enrolled in the international LL.M Program for Master of Laws 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 □ LL.Ms

   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
804-289-8680 • 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.

The services and facilities of the Career Development Office are available only to those employers whose practices are consistent with this policy. The representatives of any employer using these services and facilities, in doing so and by completing the boxes below, affirm that the employer does not discriminate.

Your name: ___________________________ Date: ____________