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: ________________________________________________________________

Indicate any criteria you consider in hiring our students:

The Spring On-Campus Interview Program begins January 29, 2018 and continues throughout the semester.

1. On-Campus Interview Request
   Interview date(s) requested: First Choice __________ Second Choice _______________
   □ On-Campus   □ Video-Conferencing
   1Ls for part-time or summer 2018
   2Ls for part-time or summer 2018
   3Ls for Fall 2018 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

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 affirm that the employer does not discriminate.