

## Career Services Office Job Posting Form

We appreciate your interest in our students and alumni. To post a position with us, please complete this form and e-mail to [careers@law.ua.edu](mailto:careers@law.ua.edu).

*Fax: 205-348-0738 | Tel: 205-348-6479*

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Employer Website:** \_\_\_\_\_

**Contact Name & Title:** \_\_\_\_\_

**Contact Phone & E-mail:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Position Type** (*Post-Grad, Full- or Half-Summer Position*): \_\_\_\_\_

**Position Description:** \_\_\_\_\_

\_\_\_\_\_

**Desired Class Level(s)** (*1L, 2L, 3L, recent grad, or alumni*): \_\_\_\_\_

**Preferred or Required Hiring Criteria** (*class rank %, journal, moot court, etc.*):

\_\_\_\_\_

**Requested Documents** (*resume, cover letter, transcript, writing sample, references, etc.*)

\_\_\_\_\_

**Preferred Application Receipt Method** (*please indicate one*)

E-mail as received

E-mail upon expiration of posting

Alternate Method: \_\_\_\_\_

**Posting Expiration Date** (*required*): \_\_\_\_\_

## Non-Discrimination Policy

The University of Alabama School of Law is committed to a policy of equal opportunity and of non-discrimination based on race, color, national origin, religion, sex (which includes sexual orientation, gender identity, and gender expression), age, handicap or disability, or military status. It does not discriminate on these factors in administering its educational policies; admission policies; employment, promotion, and compensation policies; financial aid and scholarship programs; and other school-related activities. Only employers in agreement with this policy may use the services of the Law School. By using the Law School's services, employers assure the Law School that they observe this nondiscrimination policy. By federal law, the military is allowed to interview at the Law School.

**I affirm that my employer, by taking part in Resume Collection and/or On-Campus Interviews at the University of Alabama School of Law, does observe this nondiscrimination policy.**

**Firm/Company:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_