

**EMPLOYMENT OPPORTUNITY FORM**

PLEASE RETURN TO KRISTINA EBANKS AT [EBANKSK@STJOHNS.EDU](mailto:EBANKSK@STJOHNS.EDU) OR FAX TO 718-990-1918

SCHOOL OF LAW

**EMPLOYER INFORMATION**

ORGANIZATION NAME			
ADDRESS, CITY, STATE, ZIP			
CONTACT SALUTATION & NAME		SJU LAW ALUMNUS YEAR	
CONTACT TITLE		EMAIL	
PHONE		FAX	

PRACTICE SETTING (✓)	<input type="checkbox"/> LAW FIRM <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> CORPORATION <input type="checkbox"/> PUBLIC INTEREST <input type="checkbox"/> ACADEMIA <input type="checkbox"/> JUDICIAL <input type="checkbox"/> IN-HOUSE <input type="checkbox"/> OTHER: _____		
# OF ATTORNEYS		ORGANIZATION WEBSITE	

**JOB INFORMATION**

POSITION TYPE (✓)	YEARS REQUESTED (✓)	MEANS OF APPLICATION (✓)
<input type="checkbox"/> GRADUATE (RECENT AND/OR EXPERIENCED LAW GRADUATES) <input type="checkbox"/> PART-TIME (DURING FALL AND SPRING SEMESTERS) <input type="checkbox"/> FULL-TIME (EVENING LAW STUDENTS) <input type="checkbox"/> SUMMER <input type="checkbox"/> PART-TIME SEMESTER/FULL-TIME SUMMER <input type="checkbox"/> FULL-TIME SUMMER/PART-TIME SEMESTER <input type="checkbox"/> POST-GRADUATE (FOR 3LS AND 4LEs) <input type="checkbox"/> FELLOWSHIP <input type="checkbox"/> JUDICIAL CLERKSHIP (POST-GRADUATE, FOR JUDGE)	<b>STUDENT JOBS:</b> <input type="checkbox"/> 1LE <input type="checkbox"/> 1L <input type="checkbox"/> 2LE <input type="checkbox"/> 2L <input type="checkbox"/> 3LE <input type="checkbox"/> 3L <input type="checkbox"/> 4LE <input type="checkbox"/> LL.M.  <b>GRADUATE JOBS:</b> <input type="checkbox"/> RECENT GRADUATE (0-1 YEAR EXPERIENCE) <input type="checkbox"/> EXPERIENCED (# OF YEARS) _____ <b>BAR ADMISSION:</b> <input type="checkbox"/> REQUIRED <input type="checkbox"/> AWAITING STATE(s): _____ <input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/> MAIL <input type="checkbox"/> TELEPHONE <b>OR</b> <input type="checkbox"/> OCS RESUME COLLECTION - DEADLINE: _____  <b>DOCUMENTS REQUESTED:</b> <input type="checkbox"/> RESUME <input type="checkbox"/> COVER LETTER <input type="checkbox"/> WRITING SAMPLE <input type="checkbox"/> TRANSCRIPT <input type="checkbox"/> REFERENCES <input type="checkbox"/> OTHER : _____ <input type="checkbox"/> EMPLOYER REQUESTS NO TELEPHONE CALLS

JOB TITLE: \_\_\_\_\_ APPLICATION DEADLINE: \_\_\_\_\_ START DATE: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

HIRING CRITERIA: \_\_\_\_\_

PRACTICE AREA(S): \_\_\_\_\_ ☐ BLIND POSTING

SALARY: \_\_\_\_\_ BENEFITS: \_\_\_\_\_ ☐ UNPAID

**NON-DISCRIMINATION POLICY**

Please check this box to provide affirmative assurance of your willingness to comply with this non-discrimination policy: ☐

St. John's University does not discriminate on the basis of race, color, national or ethnic origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity and gender expression, disability, religion, age, status in the uniformed services of the United States (including veteran status), marital status, status as a victim of domestic violence, citizenship status, genetic predisposition or carrier status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

All job postings received by St. John's University School of Law are presumed to be in compliance with federal and state labor and employment laws. Law students may perform legal work only under direct supervision of an attorney. The attorney must be ultimately responsible for the work and to the client.