

**EMPLOYMENT OPPORTUNITY FORM**

PLEASE RETURN TO BIANCA MAVROVIC TO [MAVROVIC@STJOHNS.EDU](mailto:MAVROVIC@STJOHNS.EDU) OR FAX TO 718-990-1918

**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"/> 1LPT <input type="checkbox"/> 1L <input type="checkbox"/> 2LPT <input type="checkbox"/> 2L <input type="checkbox"/> 3LPT <input type="checkbox"/> 3L <input type="checkbox"/> 4LPT <input type="checkbox"/> LL.M.  <b>GRADUATE JOBS:</b> <input type="checkbox"/> RECENT GRADUATE (0-1 YEAR EXPERIENCE) <input type="checkbox"/> EXPERIENCED (# OF YEARS) _____ BAR ADMISSION: <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"/> CDO RESUME COLLECTION  DOCUMENTS REQUESTED: <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 DIRECT OUTREACH

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

JOB DESCRIPTION AND QUALIFICATIONS/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, religion, color, national or ethnic origin, age, gender or sex (including sexual harassment and sexual violence), gender identity or expression, sexual orientation, marital or partnership status, alienage or citizenship status, disability, genetic predisposition, caregiver status, pregnancy, sexual and reproductive health decisions, status as a victim of domestic violence/sex offense/stalking, status in the uniformed services of the United States (including veteran status), arrest or conviction record, credit history, salary history, unemployment status or any other basis prohibited by law 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 employers using the services of the Career Development Office must provide affirmative assurance of their willingness to comply with this non-discrimination policy.

The facilities of the Career Development Office may be denied to employers whose behavior contradicts the Law School's policy prohibiting discrimination based upon the above-listed factors.

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.