



SCHOOL OF LAW

Organization Name: _____

Address: _____

(Street Address)

(City)

(State)

(Zip)

Contact Prefix: _____ Contact Name: _____ Contact Title: _____

E-mail: _____ Contact Phone: _____

Please select one of the following options:

On-Campus Interviews

Date(s) Requested:

1. _____

2. _____

3. _____

Number of Schedules: _____

Interview Time Length

20 min 30 min

Other _____

Resume Collection

Materials will be collected by the Office and forwarded as a group to the contact indicated above. Employers will directly contact those students that they are interested in. Should the employer decide to participate in On-Campus Interviews at a later date, appropriate accommodations can be made.

Direct Application

E-mail

Mail

Fax

Other _____

Position Type: Summer Post-Graduate Student Class Year: Class of 2026 Class of 2025

Job Title: _____

Hiring Criteria			
	Required	Preferred	Not a Factor
Class Rank %			
G.P.A.			
Law Journal			
Moot Court/Mock Trial			
Clinical Experience			
Technical Background			
Advance Degree other than JD			
Foreign Language			
Other			

Comments: _____

Program Length: _____ Salary: _____

Program Description:

Deadline for receipt of materials: _____

(Resume Collection & Direct Application Only)

Documents Requested: Cover Letter Writing Sample Transcript
(in addition to resume): Other _____

Requested Documents Notes:
(Instructions regarding cover letter addressee, writing sample page limit, etc.)

SALARY TRANSPARENCY IN JOB ADVERTISEMENTS LAW

By checking this box, the employer affirmatively assures, represents, and warrants to the Career Development Office that either (i) the salary range provided complies with any applicable salary disclosure or transparency laws, including Local Law 32 of the Local Laws of the City of New York For the Year 2022 (“Salary Transparency in Job Advertisements Law”), or (ii) the position is not covered by the requirements of the Salary Transparency in Job Advertisements Law or any applicable salary disclosure or transparency law

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 Career Development Office reserves the right to accept or reject any postings and to terminate from or refuse the participation of any organization in recruiting activities.

By checking this box, the employer affirmatively assures, represents, and warrants to the Career Development Office that it complies with St. John’s University’s non-discrimination policy and all applicable laws, rules, and regulations