

## 2018 SPRING RECRUITING PROGRAM | EMPLOYER REGISTRATION FORM *Summer Law Clerks and Entry-Level Attorneys*

**FEBRUARY 12, 2018 – APRIL 6, 2018**

**EMPLOYER INFORMATION:**

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

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

Recruiting Administrator: \_\_\_\_\_ Hiring Attorney: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web site: \_\_\_\_\_

Indicate Office Locations, by City, for which you are Hiring: \_\_\_\_\_

*\* Please indicate below whether you will participate in OCI or Resume Forwarding \**

**FOR ON-CAMPUS INTERVIEWS: EXCLUDING THESE DATES: February 15, March 5, 6, 7, 8 and 9**

Preferred interview dates: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

You will interview: (please check) 1Ls \_\_\_\_ 2Ls \_\_\_\_ 3Ls \_\_\_\_ 4Ls \_\_\_\_ (Evening Division)

Interviews hours: **Begin at** \_\_\_\_\_ (9:00 am or later); **End by** \_\_\_\_\_

Interview length: (please check preferred) 20 minutes \_\_\_\_\_ 30 minutes \_\_\_\_\_ Other \_\_\_\_\_

Name and cell phone number of Interviewer(s) (please include class year if alumnus/alumna):

(1) \_\_\_\_\_ (2) \_\_\_\_\_

**FOR RESUME FORWARDING: We Forward all Requested Documents | Interviews at Employer's Office**

Date for resumes to be received in your office: \_\_\_\_\_

You will accept resumes from: 1Ls \_\_\_\_ 2Ls \_\_\_\_ 3Ls \_\_\_\_ 4Ls \_\_\_\_ (Graduating Evening Division)

**HIRING CRITERIA: For OCI & Resume Forwarding**

Specifications	Required	Preferred	N/A
Class Rank %			
<i>Nova Law Review</i>			
<i>International Law Journal</i>			
Moot Court /ATLA			
Technical Background			
Foreign Language (If Yes, Specify)			
Clinic			
Other			

**ADDITIONAL REQUESTED DOCUMENTS: Will be Sent with Resumes | For OCI & Resume Forwarding**

<b>Transcript (Unofficial)</b>	<b>Yes ___ No ___</b>
<b>Writing Sample</b>	<b>Yes ___ No ___</b>
<b>List of References</b>	<b>Yes ___ No ___</b>

**Is this a PAID position?** \_\_\_\_\_

***Please note:*** The NSU Law Career Development Office presumes that yours is a *paid* position. Employers are cautioned to ensure that they are in full compliance with federal and state minimum wage laws, specifically the six prong test used by the Department of Labor to determine whether an intern is an employee and, thus, entitled to wages under the Fair Labor Standards Act.

***Also note:*** Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender (including identity and expression), military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

**Please send completed forms to [law-careerdevelopment@nova.edu](mailto:law-careerdevelopment@nova.edu).**