

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

Transcript (Unofficial)	Yes ___ No ___
Writing Sample	Yes ___ No ___
List of References	Yes ___ No ___

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.