

RECRUITING PROGRAM | EMPLOYER REGISTRATION FORM

Summer Law Clerks and Entry-Level Attorneys

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:

Preferred interview dates: (1) _____ (2) _____ (3) _____

You will interview students who are: (please check) 1Ls ___ 2Ls ___ 3Ls ___ 4Ls ___ (Graduating 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 # 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 students who are: 1Ls ___ 2Ls ___ 3Ls ___ 4Ls ___ (Graduating Evening Division)

H I R I N G C R I T E R I A : For OCI & Resume Forwarding

Specifications	Required	Preferred	Not a Factor
Class Rank %			
Nova Law Review			
International Law Journal			
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.

Please send completed forms to law-careerdevelopment@nova.edu.