On-Campus Interview Program Registration Form (due 6/15/18)

Employer Name ____________________________________________

Address ________________________________________________

City __________________________ State ___________ Zip ________

Phone __________________________ Fax ______________________

Website ________________________________________________

Offices for which you are hiring* ____________________________________________

*Please register separately for offices interviewing independently.

Primary Contact Name _______________________________________

Primary Contact Title _________________________________________

Primary Contact Phone __________________________

Primary Contact Email __________________________

Position Title ______________________________________________

Position Type (Check all that apply.) □ Part-time □ Full-time □ Summer □ Temporary

Job Description ______________________________________________

Preferred Qualifications** ____________________________________________

**E.g., academic qualifications, law school activities, prior academic/employment experience

Accepting Resumes From (Check all that apply.) □ 2Ls □ 3Ls □ LL.M. Students

Additional Application Materials Requested

□ Unofficial Transcript □ Cover Letter □ Writing Sample

□ Other (Please Specify): ________________________________

Number of Schedules __________________________

Length of Interviews  □ 20 minutes □ 30 minutes □ Other (Specify): ________________________________

Schedule    □ Standard: The standard schedule runs from 9 a.m. until 5 p.m. with a 20-minute break during each of the morning and afternoon sessions and a one-hour break for lunch from noon until 1 p.m.

□ Other (Specify): ________________________________________________

Our Fall 2018 On-Campus Interview Program will take place on August 7-9, September 5-7 and September 11-13. Please indicate your top three date preferences.

First Preference _______________ Second Preference _______________ Third Preference _______________

A limited number of greeting rooms are available for reservation. Please indicate if you would like to reserve a room to meet with students prior to or following their interviews. □ Greeting Room

Affirmation Regarding Employment Practices

Bylaw 6-3(b) of the American Association of Law Schools requires every employer participating in the On-Campus Interview Program and Job Notification Program to affirm its status as an equal opportunity employer, offering employment without unlawful or invidious discrimination or segregation on the basis of race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, disability, marital status, status as a disabled or Vietnam-era veteran, or any other protected status. I agree, to the extent permitted by law, to abide by the principle of equal opportunity as set forth in Bylaw 6-3(b) of the American Association of Law Schools.

By: ______________________________________ Title __________________________ Date ________________

Return this form and all requested materials to: Office of Career Planning and Professional Development, University of Illinois College of Law, Suite 101, 504 E. Pennsylvania Avenue, Champaign, Illinois 61820; Fax (217) 244-5734; Email law-career@illinois.edu.