

# **I** University of Illinois College of Law

## Winter Interview Program Registration Form (due 9/15/20)

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.)  1Ls  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 Winter 2021 interview programs will take place on: January 14-15; January 21-22; and February 4-5.

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 Association of American 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 the College of Law's students and graduates with equal opportunity to obtain employment without discrimination or segregation on the ground of race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability. 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](mailto:law-career@illinois.edu).

### Requested Materials

- Registration Form
- Registration fee check made payable to "University of Illinois"