

# SPRING 2015 INTERVIEW & RÉSUMÉ REQUEST FORM

\*Interviews will be held from 1/20/2015 through 4/19/2015 for SPRING OCIs\*

Employer: _____	Telephone: _____
Address: _____	
E-Mail _____	Contact Person: _____

## **\*REQUIRED INFORMATION FOR ALL EMPLOYERS\***

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary/ Hourly Rate: \_\_\_\_\_

Please indicate any criteria that you consider in hiring:

	Required	Preferred	Not a Factor
Class Rank _____ %	_____	_____	_____
Law Review	_____	_____	_____
Moot Court/Mock Trial	_____	_____	_____
Technical Background (specify) _____	_____	_____	_____
Foreign Language (specify) _____	_____	_____	_____
Other (specify) _____	_____	_____	_____

## **INFORMATION FOR ON-CAMPUS INTERVIEWS**

Interview dates requested: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Preferred Interview hours: Begin at: \_\_\_\_:\_\_\_\_ End by: \_\_\_\_:\_\_\_\_

Classes you will interview (please check at least one): \_\_\_\_\_ 1Ls \_\_\_\_\_ 2Ls

You also require: \_\_\_\_\_ Transcript \_\_\_\_\_ Writing Sample \_\_\_\_\_ Other (specify): \_\_\_\_\_

Names of interviewer(s) : \_\_\_\_\_

## **INFORMATION FOR RECEIVING RÉSUMÉS ONLY (RÉSUMÉ FORWARDING)**

If you do not plan to interview at our school but wish to receive résumés:

Résumés should be sent by (date): \_\_\_\_\_

You will accept resumes from (please check at least one): \_\_\_\_\_ 1Ls \_\_\_\_\_ 2Ls

Please specify who should send the resumes AND how they should be sent:

Résumés should be sent \_\_\_\_\_ as a group by the placement office OR \_\_\_\_\_ individually by students via \_\_\_\_\_ email OR \_\_\_\_\_ standard mail

You also require: \_\_\_\_\_ Transcript \_\_\_\_\_ Writing Sample \_\_\_\_\_ Other (specify): \_\_\_\_\_

**Non-Discrimination Policy:** The Savannah Law School, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of sex, handicap, disability, race, color, religion, age, national or ethnic origin, marital status, gender identity, gender expressions, or sexual or affectional preference in Savannah Law School's educational programs, admissions policies, employment policies, or other school administered programs.

Career Development Office, 516 Drayton Street, Savannah, Georgia 31401; Telephone: (912) 525-3919 Fax: (912) 525-3915

Email: [lknight@savannahlawschool.org](mailto:lknight@savannahlawschool.org)

