



# Fall 2009 Law School Career Services Request Form

Law School: <b>Chase College of Law Northern Kentucky University</b>	Nunn Hall Suite 314 Nunn Drive Highland Heights, KY 41099 Phone: (859) 572-5343 Fax: (859) 572-6624
Dates for Fall On-Campus Interview Program: August 28-November 13, 2009	
Unavailable Date: Labor Day-September 7, 2009	

### Section 1: Employer Information

Employer: \_\_\_\_\_  
 Name of Recruiting Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_  
 Office(s) for which you are recruiting: \_\_\_\_\_

### Section 2: Position Description

Position Title: \_\_\_\_\_ Anticipated start date: \_\_\_\_\_  
 \_\_\_ During the summer \_\_\_ During the school year \_\_\_ Upon graduation: \_\_\_ Other: \_\_\_\_\_  
 Part-time or Full-time (please describe): \_\_\_\_\_

### Section 3: Student Requirements and Requested Materials

Students eligible to submit materials: \_\_\_ students enrolled in the 1L full-time and 1L part-time programs  
 (check all that apply) \_\_\_ students enrolled in the 2L full-time, 2L part-time and 3L part-time programs  
 \_\_\_ students graduating in 2010 (3L full-time and 4L part-time)

Materials to be submitted: \_\_\_ cover letter \_\_\_ resume \_\_\_ list of references \_\_\_ letters of recommendation  
 \_\_\_ law school transcript \_\_\_ undergraduate transcript \_\_\_ writing sample  
 \_\_\_ other \_\_\_\_\_

Hiring Information (Please indicate any criteria that you consider in hiring our students.)			
	Required	Preferred	Not a Factor
Class Rank: Top %			
Law Review			
Moot Court/Trial Advocacy			
Technical Background			
Foreign Language			

**Please complete either Section 4 (OCI) or Section 5 (Resume Collection) below.**

### Section 4: Request for On-Campus Interviews (OCI)

Interview date requested: First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_  
 Begin interviews at (time): \_\_\_\_\_ End by: \_\_\_\_\_  
 Length of each interview: \_\_\_ 20 minutes \_\_\_ 30 minutes Other (specify: \_\_\_\_\_)  
 Number of Rest Breaks: \_\_\_ Length of each Rest Break: \_\_\_ minutes Lunch Break: yes/no Length of Lunch Break: \_\_\_ No Break \_\_\_  
 Names of interviewers (including yourself if applicable indicating graduation year of any alumni interviewer): \_\_\_\_\_  
 Interviewers will work: \_\_\_ alone \_\_\_ in teams Number of interview rooms requested: \_\_\_\_\_  
 Additional information/requests: \_\_\_\_\_

### Section 5: Request for Collection of Resume Materials (if you do not wish to come on campus to interview)

Materials as indicated in Section 3 above should be received by your office by the following date: \_\_\_\_\_  
 Materials should be sent to your office: \_\_\_ individually by students or \_\_\_ as a group by the Career Development Office at Chase