



Fall 2016 Law School Career Services Request Form

Law School: Chase College of Law Northern Kentucky University	Nunn Hall Suite 314 Nunn Drive Highland Heights, KY 41099 Phone: (859) 572-5383 Fax: (859) 572-6624
Dates for Fall On-Campus Interview Program: August 10 - October 30, 2016 Unavailable Dates: September 5, 2016	

Section 1: Employer Information

Employer: _____
 Name of Recruiting Contact: _____ Title: _____
 Address: _____
 Telephone: (____) _____ 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 enrolled in the 3L full-time and 4L part-time programs (graduating in 2017)

Materials to be submitted: ___ cover letter (To whom should cover letters be addressed? _____)
 ___ resume ___ list of references ___ writing sample
 ___ law school transcript ___ undergraduate transcript ___ 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			

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: _____
 Interviewers will work: ___ alone ___ in teams Number of interview rooms requested: _____

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

Section 6: Agreement with Non-Discrimination Policy

It is the policy of Northern Kentucky University not to discriminate in its educational programs, admission policies, financial aid, employment, or other school-administered programs on the basis of race, color, age, religion, national origin, sex, sexual orientation, physical or mental disabilities, or status as a disabled veteran or veteran of the Vietnam Era. Further, upon request, the University will provide reasonable accommodations to individuals with disabilities to ensure their equal access to the programs and activities of the University. This policy complies with or exceeds state and federal guidelines and is enforced in the interest of educational excellence.

By participating in the On-Campus Interview or Resume Collection Programs for the above position, the employer agrees to comply with this Non-Discrimination Policy in its hiring policies and practices.

Signature: _____