



Fall 2019 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 5 – November 1, 2019
Unavailable Dates: September 2, 2019

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 2020)

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: _____