

## EMPLOYER INFORMATION SHEET

DATE: \_\_\_\_\_

JOB LISTING #: \_\_\_\_\_

(Career/Alumni Services Office Will Assign)

FIRM/ATTORNEY/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NUMBER OF ATTORNEYS IN FIRM \_\_\_\_\_

MAJOR AREAS OF PRACTICE: \_\_\_\_\_

STUDENTS/ALUMNI SOUGHT:  1<sup>ST</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  Graduate Taking Bar  Licensed Graduate  
POSITION AVAILABLE:  Law Clerk  Research Project  Associate

POSITION DESCRIPTION: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

COMPENSATION (optional): \_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_ (or until filled)

SPECIAL INSTRUCTIONS: (Note: Students are requested not to exceed 20 hours of work per week while in school)

- Call for appointment
- Mail resume and cover letter
- Fax resume and cover letter
- Career/Alumni Services Office to collect resumes and forward by \_\_\_\_\_
- Career Services Office to immediately forward resumes on file

**Return to Career/Alumni Services Office by:**

**Mail** - The University of Memphis School of Law, Career/Alumni Services Office, 207 Humphreys Law School,  
Memphis, TN 38152-3140

**Fax** - 901-678-4107

**e-mail** - [cdewitt@memphis.edu](mailto:cdewitt@memphis.edu)

**THANK YOU!** (No fee for our services)

*Non-discrimination policy: The Law Career Services Office of The University of Memphis, Cecil C. Humphreys School of Law is committed to a policy against discrimination in employment based on age, gender, race, religion, handicap, sexual orientation, veteran status or national origin. Unless we are contacted immediately with any objections, a listing through the Career Services Offices is construed to constitute an assurance by the employer that they will comply with our non-discrimination policy.*

**I hereby attest that our employment practices do not violate the above policy statement of the Cecil C. Humphreys School of Law.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date