Employer: ________________________________
Contact Person & Title: ________________________________
Street Address or PO Box: ________________________________
City, State, Zip Code: ________________________________
Phone: __________________ Fax: __________________
Email Address: __________________ Website: __________________
Type of Practice: __________________
Title of Position Available: __________________

Position Type:  Full Time □  Part-Time □  Permanent □  Temporary □
Compensation: __________________

Job Description/Hiring Criteria (add page if necessary): __________________

Job Start Date: __________  Job End Date (if applicable): __________
Deadline Date to Submit Materials: __________

Disclose employer name and contact information to students/graduates:  □ Yes  □ No
How should students/graduates apply?
□ Mail  □ Email  □ Phone (number:______________)
□ External Website (URL:____________________)
□ Submit materials through Career Services (CSO will forward applications after deadline date)

Accepted Class Year(s):  □ 1L  □ 2L  □ 3L  □ Graduate

Materials Requested:
□ Cover Letter  □ Resume  □ Law School Transcript
□ Writing Sample  □ List of References  □ Undergraduate School Transcript
□ Online Application (website: ________________________)

Fax to (817) 212-4059 or e-mail vtreida@law.tamu.edu; Questions? (817) 212-4050
Equal Opportunity Obligation of Employers Using Law School Career Resources

Texas A&M University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Texas A&M University will promptly investigate all complaints of illegal discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Employers who use campus facilities or post jobs on the law school job bank must comply with this notice of nondiscrimination in regard to hiring, promotion, retention and conditions of employment. Students may file complaints against an employer who asks discriminatory questions in any program or activity sponsored or conducted at the law school.

Notice to Private Sector Employers Seeking Unpaid Interns

NOTICE TO PRIVATE SECTOR EMPLOYERS SEEKING UNPAID INTERNS
The law school does not post unpaid internships from for-profit employers. Should you wish to participate in the externship program, in which students can work for class credit, please contact Cecily Becker, Director of Externships, at cbecker@law.tamu.edu. The U.S. Department of Labor has guidelines governing the unpaid internships with for-profit employers. For additional information, visit http://www.dol.gov/whd/regs/compliance/whdfs71.htm, and the DOL advisory letter to the ABA at http://www.americanbar.org/news/abanews/aba-news-archives/2013/09/statement_of_jamesr.html.

__________________________
Signature of Employer        Date

__________________________
Attorney Signature           Date

Attorney in Good Standing
(for employers who are attorneys—please skip if non-attorney)

I certify that I am a member, in good standing, of the State Bar of _____________________, and that I am not under disciplinary action by the State Bar of Texas or any other state.

__________________________
Attorney Signature           Date