

Duquesne University School of Law Career Services Office

Recruitment Program Registration Form

Interview Dates: August 1 – November 11, 2022

The services of this office are available only to employers whose standards and practices conform with our Nondiscrimination Policy and Employer Guidelines (See page 2). We agree to comply with Duquesne Law's Nondiscrimination Policy and Employer Guidelines. Yes No

Section 1:

Name of Employer: _____

Address: _____

Telephone: _____

Fax: _____

Contact Person: _____

Email: _____

Website: _____

Hiring for Which Office Location(s): _____

Section 2:

Please select one of the following sections (A, B, or C):

A. _____ *We will participate in Duquesne Law School's Recruitment Program, and we would like the law school to collect application materials for the firm.*

First Choice Interview Date: _____ Second Choice Interview Date: _____

We will conduct initial interviews

_____ at our office

_____ at the law school

_____ via a virtual platform

Interview start time: _____

Length of interviews: _____ 15 minutes _____ 20 minutes _____ 30 minutes _____ other _____

Name of interviewer(s) if known: _____

B. _____ *We would like to participate through a resume collect. We will contact students directly about scheduling interviews.*

C. _____ *We would like to participate, but students should submit application materials directly to our office. We will contact students directly about scheduling interviews.*

Section 3:

We will consider application materials from the following students (please check all that apply):

_____ 2nd year (2nd year day, 3rd year evening, and 3rd year part-time day students)

_____ 3rd year (3rd year day, 4th year evening, and 4th year part-time day students)

Students should submit: _____ cover letter _____ resume _____ transcript _____ writing sample

Please indicate if the following hiring criteria are required, preferred or not a factor:

_____ Class Rank _____% _____ Law Review/Law Journal Experience

_____ Moot Court/Mock Trial _____ Other _____

You are welcome to send a job description as a separate document when you return the registration form.

Please return this form via email: comas@duq.edu or mail: 600 Forbes Avenue, Pittsburgh, PA 15282.

Questions? Contact (412) 396-6279 or comas@duq.edu.

Notice of Nondiscrimination/Anti-Harassment Policy

Duquesne University School of Law is motivated by its Catholic identity and values equality of opportunity, human, dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the School of Law prohibits and does not engage in discrimination or harassment on the basis of a person's race, color, gender, sex, sexual orientation, age, religion, national origin, marital status, genetic history, Veteran status, or disability. Duquesne University School of Law will continue to take affirmative steps to support and advance these values consistent with the University's mission statement.

Harassment is defined as unwelcome verbal or physical conduct, that is based on one or more of the categories described above, and that creates an intimidating, hostile, or abusive employment or educational environment or that has the purpose or effect of unreasonably interfering with an individual's employment or academic performance. Such conduct may include epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

As a law school accredited by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS), Duquesne University School of Law School complies with ABA Standard 205 and AALS Bylaw 6-3. The Law School is committed to providing equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, ethnicity, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, military status, or disability.

All of these classes and any other forms of discrimination are totally antithetical to the policy of the University. The services of this office are available only to employers whose standards and practices conform to this policy.

The complete Nondiscrimination Policy and Employer Guidelines are available [online](#).