Duquesne University School of Law Career Services Office

2019 Fall Recruitment Program Registration Form
Dates: August 5 – November 15, 2019

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:
A. ______We will participate in Duquesne Law School's Fall On-Campus Interview Program.
   First Choice Interview Date: _______________ Second Choice Interview Date: _______________
   We will conduct initial interviews _____ at our office _____ at the Law School.
   Interview start time: __________________________
   Length of interviews: _____ 15 minutes _____ 20 minutes _____ 30 minutes _____ other _____
   Name of interviewer(s) if known: _______________________________________________________

B. ______We would like students to submit application materials directly to our office.

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 ________%
   _____Moot Court/Mock Trial
   _____Law Review/Law Journal Experience
   _____Other ______________________________

*Duquesne University School of Law is committed to a policy against discrimination in employment based on race, color, national origin, gender, age, disability, sexual orientation, gender identity, religion, marital status, genetic history, or Veteran status. 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. TAP No.30

Please return this form via email: comas@duq.edu; fax: (412) 396-6598; or mail: 600 Forbes Avenue, Pittsburgh, PA 15282. Questions? Contact (412) 396-6559 or comas@duq.edu.