



# SOUTHWESTERN

## LAW SCHOOL

### ***JOB LISTING FORM***

#### **CAREER SERVICES OFFICE**

**EMAIL:** careerservices@swlaw.edu; **PHONE:** 213-738-6794; **FAX:** 213-480-9116

Employers may post job openings, at no cost, by completing and submitting this *Job Listing Form* through email or fax. The Career Services Office will post the position on Southwestern's job listing website, Symplicity. Job openings can be viewed by Southwestern students and alumni only.

#### **PLEASE NOTE:**

- Students in the full-time program cannot work more than 20 hours per week.
- Students in a part-time program can work up to 40 hours per week.
- Positions must be paid. To offer school credit, please contact the Externship Office at externoffice@swlaw.edu.

**DATE:**

**APPLICATION METHOD:** (select all that apply)

**POST UNTIL:**

**EMAIL**

**LAW FIRM/ORGANIZATION:**

**FAX**

**CONTACT PERSON, TITLE:**

**MAIL**

**EMAIL:**

**OTHER**

**PHONE:**

**APPLICATION MATERIALS:** (select all that apply)

**FAX:**

**RESUME**

**ADDRESS:**

**COVER LETTER**

**WEBSITE:**

**WRITING SAMPLE**

**INFO. VISIBILITY:**    **BLIND**    **NOT BLIND**

**TRANSCRIPT**

**OTHER**

**PRACTICE AREAS:**

**HOURS:**

**SALARY/ HOURLY RATE:**

---

**POSITION TITLE:**

**ANTICIPATED START DATE & EMPLOYMENT DURATION** (e.g. Start date will be as soon as possible and we are seeking candidates for long-term employment):

**JOB DESCRIPTION:**

**QUALIFICATIONS** (e.g. 1L, 2L and 3L students, good writing skills, etc.):

**Discrimination Policy:**

As a condition of using our recruitment facilities, we require assurance from employers of their willingness to support non-discrimination on the basis of race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, disability, medical condition, pregnancy, marital status, veteran/military status, or any other characteristic protected by state or federal law in connection with admission to the school, or in the administration of any of its educational, employment, housing, financial aid, scholarship, or student activity programs. By placing a job listing with Southwestern, you are agreeing to comply with the above regulations and all applicable federal and state laws. If for some reason you are unable to do so, please notify us immediately.

I have read and agree to comply. **Signature:**

**Date:**