



# University of San Diego School of Law

## “USD in LA” Interview Day

### Instructions:

Please complete this form and return via: (1) facsimile to 619-260-6828; (2) e-mail to [hllloyd@sandiego.edu](mailto:hllloyd@sandiego.edu); or (3) surface mail to Office of Career Services, University of San Diego School of Law, 5998 Alcalá Park, Warren Hall 113, San Diego, CA 92110.

If you have any questions regarding this form or our “USD in LA” Interview Day, please contact Heather Lloyd, Esq. (619-260-2752). Thank you in advance for considering University of San Diego School of Law students.

### 1. Application Materials

**Students are required to submit:** (select all that apply)

**resume**,  cover letter, \_\_\_ transcript (unofficial), \_\_\_ writing sample (5-8 pgs), other \_\_\_\_\_

### 2. Recruiting Program Options

#### 1. INTERVIEW STUDENTS IN LA - September 12, 2008 in downtown Los Angeles at the Hilton Checkers Hotel

**Send application materials via:** \_\_\_ Symplicity (Internet database), \_\_\_ surface mail, \_\_\_ e-mail

#### 2. RESUME COLLECT INTERVIEWING - beginning late-August

Application materials to be collected and forwarded to you by Career Services.

**Send via:** \_\_\_ Symplicity (Internet database), \_\_\_ surface mail, \_\_\_ e-mail

#### 3. WRITE DIRECTLY

Resumes sent beginning late-August and not later than \_\_\_/\_\_\_/08 (insert deadline for receipt).

**Students should submit applications materials via:** \_\_\_ surface mail, \_\_\_ e-mail

**Career Services Use Only:** On-Campus interview date: \_\_\_/\_\_\_/08

### 3. Information (Primary Contact)

Employer Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Contact Person \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

Title \_\_\_\_\_

www. \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

List all office locations for which you are recruiting including the above location (city/state) if applicable:

List primary practice areas: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Number of attorneys firm-wide \_\_\_\_\_

**4. Positions for which you are recruiting** (select all that apply)

**2008 Fall Law Clerk** (select all that apply)

\_\_\_\_ JD 2<sup>nd</sup> year    \_\_\_\_ JD 3<sup>rd</sup> year

**2009 Spring Law Clerk** (select all that apply)

\_\_\_\_ JD 2<sup>nd</sup> year    \_\_\_\_ JD 3<sup>rd</sup> year

**2009 Summer Associate/Law Clerk** (circle Associate or Law Clerk)

\_\_\_\_ JD 2<sup>nd</sup> year

**Entry Level Attorney Position** (to begin late summer 2009)

\_\_\_\_ JD 3<sup>rd</sup> year

**5. Additional Employment Information**

**Job Description**

**Compensation**

\_\_\_\_ Paid

\_\_\_\_ Unpaid/Volunteer\*

\_\_\_\_ Academic Credit\*

\_\_\_\_ Work Study Funding\* (*please contact us for additional information*)

*\*Only available for not-for-profit and government employers.*

**Please indicate if you have positions available for LL.M. students.** (USD LL.M. students specialize in the following legal areas: Business and Corporate, International and Taxation.)

**6. Hiring Criteria (e.g., Class Rank, Law Review/Journal, Other Degrees, Languages):**


**7. Non-discrimination Policy**

The University of San Diego School of Law is committed to a policy against unlawful discrimination in the selection of employees on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. The facilities of the Career Services Office are only available to employers whose hiring practices are consistent with this policy.  
**Our organization agrees to observe the non-discrimination policy of the University of San Diego School of Law.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: Students who believe employers have violated USD School of Law's nondiscrimination policy have been instructed to contact Career Services.*