

EMPLOYER INFORMATION

ORGANIZATION NAME			
ADDRESS, CITY, STATE, ZIP			
ORGANIZATION WEBSITE			
CONTACT SALUTATION & NAME		STJ LAW ALUMNUS YEAR	
CONTACT TITLE		EMAIL	
PHONE		FAX	
PRACTICE SETTING:		# OF Attorneys	

JOB INFORMATION

POSITION TYPE (✓)	YEARS REQUESTED (✓)	APPLICATION METHOD(✓)
LAW GRADUATE (RECENT &/OR EXPERIENCED)	STUDENT JOBS	APPLICATIONS MAY BE SUBMITTED VIA:
PART-TIME (FALL & SPRING SEMESTERS)	CLASS LEVEL: 1LP 1L 2LP	Email Fax Mail CDO Collection
FULL-TIME (PT LAW STUDENTS) SUMMER	2L 3LP 3L 4LP	Other _____
PART-TIME SEMESTER/FULL-TIME SUMMER	GRADUATE JOBS:	DOCUMENTS REQUESTED:
FULL-TIME SUMMER/PART-TIME SEMESTER	Recent Graduate (0-1 yrs experience)	Resume Cover Letter Transcript
POST-GRADUATE (FOR 3Ls & 4LPTs)	Experienced: _____	Writing Sample Reference List
FELLOWSHIP	BAR ADMISSION:	Other: _____
JUDICIAL CLERKSHIP (POST-GRAD, FOR JUDGE)	Required Awaiting N/A	EMPLOYER REQUESTS NO DIRECT OUTREACH
	States Req'd: _____	

JOB TITLE: _____ **APPLICATION DEADLINE:** _____ **START DATE:** _____

JOB DESCRIPTION AND QUALIFICATIONS/HIRING CRITERIA: _____ **IS THIS POSITION:** IN-OFFICE REMOTE HYBRID

PRACTICE AREA(S): _____ **BLIND POSTING**

SALARY & BENEFITS: _____

UNPAID (only applies to public services employers)

SALARY TRANSPARENCY IN JOB ADVERTISEMENTS LAW

All employers using the services of the St. John's University School of Law Career Development Office must affirm that any positions they submit for posting comply with applicable salary transparency laws. The Career Development Office reserves the right to accept or reject any postings.

By checking this box, the employer affirms, represents, and warrants to the Career Development Office that all positions submitted for posting will comply with applicable salary transparency laws, including Local Law 32 of the Local Laws of the City of New York For the Year 2022 ("Salary Transparency in Job Advertisements Law"), except where a specific position is not covered by such laws.

NON-DISCRIMINATION POLICY

St. John's University does not discriminate on the basis of race, religion, color, national or ethnic origin, age, gender or sex (including sexual harassment and sexual violence), gender identity or expression, sexual orientation, marital or partnership status, alienage or citizenship status, disability, genetic predisposition, caregiver status, pregnancy, sexual and reproductive health decisions, status as a victim of domestic violence/sex offense/stalking, status in the uniformed services of the United States (including veteran status), arrest or conviction record, credit history, salary history, unemployment status or any other basis prohibited by law in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

- All employers using the services of the Career Development Office must provide affirmative assurance of their willingness to comply with this non-discrimination policy.
- The Career Development Office reserves the right to accept or reject any postings and to terminate from or refuse the participation of any organization in recruiting activities.

By checking this box, the employer affirmatively assures, represents, and warrants to the Career Development Office that it complies with St. John's University's non-discrimination policy and all applicable laws, rules, and regulations:

All job postings received by St. John's University School of Law are presumed to be in compliance with federal and state labor and employment laws. Law students may perform legal work only under direct supervision of an attorney. The attorney must be ultimately responsible for the work and to the client.