University of San Diego School of Law
Fall 2015 Recruiting Program Registration Form

Instructions:
Please complete this form and return via: (1) fax to 619-260-6828; (2) e-mail to scottm@sandiego.edu;
or (3) postal mail to Office of Career and Professional Development, University of San Diego School of Law,Warren Hall 113, 5998 Alcala Park, San Diego, CA 92110-2492.

If you have any questions regarding this form or our Fall Recruiting Program, please contact Scott Morris, Esq.(619-260-4701). Thank you in advance for considering University of San Diego School of Law students.

1. Application Materials

Students are required to submit: (check all that apply)
✔ resume, ✔ cover letter, ___ transcript (unofficial), ___ writing sample (5-8 pgs), other___________

2. Recruiting Program Options

1. ON-CAMPUS INTERVIEWING
   □ NALP/Large/Medium Firm - August 5 - August 25, 2015
   □ Small Firm, Corporation, Public Interest, Government Agency - August 26 - September 11, 2015
(We also are happy to accommodate you at an earlier or later date if necessary.)

(For private employers with more than 30 attorneys there is a $250 registration fee for On-Campus Interviewing. The fee is waived for employers interviewing at USD for the first time, and there is no additional charge for multiple offices or schedules).

Please indicate your three preferred dates below. We will notify you of your scheduled date ASAP.

1. ___________________ 2. ____________________ 3. __________________

Send via: ___ Symplicity (Internet database), ___ postal mail, ___ email

2. RESUME COLLECT
Application materials to be collected and forwarded to you by Career and Professional Development between late July and mid August.

Send via: ___ Symplicity (Internet database), ___ postal mail, ___ email

3. WRITE DIRECTLY
Application materials sent beginning late July and not later than ____/____/15 (insert deadline).

Students should submit applications via: ___ postal mail, ___ e-mail

3. Contact Information (Primary Contact)

Employer Name ________________________________  Phone (_________)_______________________
Contact Person ________________________________  Fax (_________)_______________________
Title ________________________________________  www.________________________________
Address ______________________________________  E-mail _________________________________
List all office locations (city/state) for which you are recruiting including the above location, if applicable:

______________________________________________________

List primary practice areas: ____________________________, ____________________________, ____________________________

Number of attorneys firm-wide: _________________

4. Employment Information

Job Description:

____________________________________________________________________________________

Compensation:

___ Paid                                          ___ Academic Credit**

___ Unpaid/Volunteer*                               ___ Work Study*

* Only available for not-for-profit and government employers. Please contact us for additional information.

** In order for students to receive academic credit, they must be enrolled in a qualifying externship/internship course with a not-for-profit, government, entertainment/sports, intellectual property or corporate counsel employer. The deadline to enroll in courses for the 2015 fall semester is September 4, 2015. Contact Career and Professional Development if you have any questions.

Positions for which you are hiring: (select all that apply)
Note: USD LLM students receive degrees in the following areas: Business and Corporate, Comparative Law (foreign-trained attorneys), International, and Taxation.

2015 Fall Law Clerk (select all that apply)

__JD 2nd year     __JD 3rd year     __LLM (specify emphasis)______________

2016 Spring Law Clerk (select all that apply)

__JD 2nd year     __JD 3rd year     __LLM (specify emphasis)______________

2016 Summer Associate/Law Clerk (available for 2nd years only)

__Summer Associate

__Summer Law Clerk

Post-Bar Law Clerk (to begin late summer 2016)

__JD 3rd year

Entry-Level Attorney Position (select all that apply/to begin late summer 2016)

__JD 3rd year     __LLM (specify emphasis)______________
5. Hiring Criteria (e.g., Class Rank, Law Review/Journal, Other Degrees, Languages, etc.):

Please list any additional hiring criteria:

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6. Department of Labor Guidelines

All employers must comply with federal and state wage and hour requirements. Please be sure to review the U.S. Department of Labor Wage and Hour Division’s Fact Sheet #71: Internship Programs under the Fair Labor Standards Act. http://www.dol.gov/whd/regs/compliance/whdfs71.pdf

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 Career and Professional Development 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 non-discrimination agreement have been instructed to contact Career and Professional Development.*