University of San Diego School of Law
Spring 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 the Career and Professional Development Office, University of San Diego School of Law, Warren Hall 113, 5998 Alcala Park, San Diego, CA 92110-2492. There is no charge to participate in the USD Spring Recruiting Program.

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

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 - February 16 – February 27, 2015 (We can accommodate earlier or later dates if necessary.)

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

   1. ___________________ 2. ____________________ 3. __________________

   Send via: ___ postal mail ___ email

☐ 2. RESUME COLLECT

   Application materials to be collected and forwarded to you by the Career and Professional Development Office in early February.

   Send via: ___ postal mail ___ email

☐ 3. WRITE DIRECTLY

   Application materials sent beginning late January but not later than ____/____/15 (insert deadline).

   Students should submit application materials via: ___ postal mail ___ e-mail
3. Contact Information (Primary Contact)

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<th>Phone (_____)</th>
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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*

* 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 spring semester is January 26, 2015. Contact the Career and Professional Development Office if you have a question about the deadline for the summer session or fall semesters.
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 Spring Law Clerk (select all that apply)
(to begin immediately and continue through spring semester)

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

2015 Summer Associate/Law Clerk (select all that apply)

__JD 1st year     __JD 2nd year     __LLM (specify emphasis)

Post-Bar Law Clerk (to begin late summer 2015)

__JD 3rd year

2015 Fall Law Clerk (select all that apply)
(to begin late August/early September 2015)

__JD 1st year     __JD 2nd year     __LLM (specify emphasis)

Entry-Level Attorney Position (select all that apply)
(to begin late summer 2015)

__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:


6. 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 Services 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 policy have been instructed to contact the Career and Professional Development Office.