



# 2010 Spring Recruitment Program

Please return completed form to:  
 Robin Fulton, Recruitment Coordinator  
 American University Washington College of Law  
 4801 Massachusetts Avenue, NW, Suite 122, Washington, DC 20016  
 Fax: 202-274-4096; Email: rfulton@wcl.american.edu

**There is no fee to participate in the Spring Recruitment Program.**

### Organization Information

Employer: \_\_\_\_\_  
 Hiring Coordinator/Hiring Attorney: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### Resume Collection or Direct Application Registration

\_\_\_\_ WCL collects and sends resumes: **RESUME COLLECTION**                      Application Deadline: \_\_\_\_\_  
 \_\_\_\_ Students apply directly: **DIRECT APPLICATION**                                      Application Deadline: \_\_\_\_\_

Position Title: \_\_\_\_\_ Paid/Unpaid: \_\_\_\_\_ Salary: \_\_\_\_\_  
 From whom will you accept resumes? \_\_\_\_ 1L \_\_\_\_ 2L \_\_\_\_ 3L/4L \_\_\_\_ JD/MBA \_\_\_\_ JD/MA \_\_\_\_ LL.M.

**Materials Requested:** \_\_\_\_ Resume \_\_\_\_ Cover Letter \_\_\_\_ Transcript \_\_\_\_ Writing Sample  
 \_\_\_\_ References \_\_\_\_ Letter(s) of Recommendation \_\_\_\_ Other: \_\_\_\_\_

*Application materials will be provided electronically unless otherwise indicated.*  
 If hardcopy is preferred, please provide a UPS or Federal Express account number: \_\_\_\_\_

Resume Collect. / Direct App. Hiring Criteria			
	Required	Preferred	Not a Factor
Class Rank _____ %			
Law Journal			
Moot Court/Mock Trial			
Technical Background _____			
Advanced Degree Other than J.D. _____			
Foreign Language _____			
Other _____			

**PLEASE REVIEW REVERSE SIDE AND SIGN.**



## 2010 Spring Recruitment Program

### On-Campus Interview (OCI) Registration

WCL will collect and forward student applications to your office, notify students selected for interviews, and arrange the OCI schedule on a date of your choosing. You may choose 100% of your candidates.

\_\_\_\_\_ **FULL DAY** OCI Schedule at WCL (9:00am – 5:20pm)

\_\_\_\_\_ **HALF DAY** OCI Schedule at WCL (9:00am-12:00pm or 1:00pm-5:00pm)

*Please list three dates in rank order of preference.*

**JANUARY**

**FEBRUARY**

**MARCH**

**APRIL**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

From whom will you accept resumes? \_\_\_ 1L \_\_\_ 2L \_\_\_ 3L/4L \_\_\_ JD/MBA \_\_\_ JD/MA \_\_\_ LL.M.

Position title(s): \_\_\_\_\_

Interviewer(s) will work:  alone  in teams Number of interviewers: \_\_\_\_\_

Length of interviews:  20 min.  30 min. Other (specify): \_\_\_\_\_

On-Campus Interview Hiring Criteria			
	Required	Preferred	Not a Factor
Class Rank _____ %			
Law Journal			
Moot Court/Mock Trial			
Technical Background _____			
Advanced Degree Other than J.D. _____			
Foreign Language _____			
Other _____			

**Please read and sign below.**

An equal opportunity, affirmative action university. UP03-299

American University Washington College of Law (WCL) is an equal opportunity, affirmative action institution that operates in compliance with acceptable laws and regulations. More importantly, however, such compliance stems from the history and tradition of the university which embrace and express the deepest values of the human community – equality, openness, and the dignity of every individual. The fact that the university does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity and expression, age or disability is, in fact, consistent with an a reflection of its special tradition of social justice. Extending that tradition into the present, equal opportunity, affirmative action, and nondiscrimination apply to every aspect of the university's operations and activities, including admissions, employment and access to university programs and services.

Signature \_\_\_\_\_ Date \_\_\_\_\_