

If you are interested in coming on-campus to interview or accepting resumes from our students, please complete this form and return it to [lcs@utoledo.edu](mailto:lcs@utoledo.edu) or via fax to 419-530-7922.



COLLEGE OF LAW  
THE UNIVERSITY OF TOLEDO

THE UNIVERSITY OF TOLEDO COLLEGE OF LAW  
OFFICE OF PROFESSIONAL DEVELOPMENT, LAW CAREER SERVICES

**2009 EMPLOYER REGISTRATION FORM**

Employer: \_\_\_\_\_

—

Address: \_\_\_\_\_

—

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Recruiting for these office locations: \_\_\_\_\_

**PLEASE SELECT ONE OF THE OPTIONS BELOW**

**OPTION ONE: ON-CAMPUS INTERVIEWS**

***Fall interviews will begin on Monday, Aug. 17, 2009.***

**Interview Date Requested:**

1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Interviews with: 2L \_\_\_ 3L \_\_\_

Interview start time: \_\_\_\_\_ End time: \_\_\_\_\_  
(Usually 9:00 a.m.) (Usually 5:00 p.m.)

**Length of Interviews:** (We will build-in a lunch hour)  
\_\_\_ 20 minutes - approximately 18 interviews OR  
\_\_\_ 30 minutes - approximately 13 interviews

**Prescreening:** Yes \_\_\_ No \_\_\_

Required criteria: \_\_\_\_\_

Preferred criteria: \_\_\_\_\_

**Student Application Materials Requested:**

\_\_\_ Cover Letter (Addressed to: \_\_\_\_\_)

\_\_\_ Resume

\_\_\_ Law Transcript

\_\_\_ Writing Sample

\_\_\_ List of References

\_\_\_ Other (please specify)

Interviewer Name(s): \_\_\_\_\_

**OPTION TWO: REQUEST FOR RESUMES ONLY**

***If you do not plan to interview on campus but want to receive resumes.***

**Resumes accepted from:** 2L \_\_\_ 3L \_\_\_

Deadline to receive: \_\_\_\_\_

**Prescreening:** Yes \_\_\_ No \_\_\_

Preferred criteria: \_\_\_\_\_

Required criteria: \_\_\_\_\_

**Resumes should be sent:**

Individually by students: Yes \_\_\_ No \_\_\_

By Law Career Services: Yes \_\_\_ No \_\_\_

**Student Application Materials Requested:**

\_\_\_ Cover Letter

Addressed to:

\_\_\_ Resume

\_\_\_ Law Transcript

\_\_\_ Writing Sample

\_\_\_ List of References

\_\_\_ Other (please specify)

**I ELECT TO RECEIVE APPLICATION MATERIALS:**

**Via Symplicity (Electronic Application Materials) OR**

**Hard Copy Application Materials** (Note: materials will be printed from Symplicity and will not be on resume paper)