

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Recruiting Administrator: \_\_\_\_\_ Hiring Attorney: \_\_\_\_\_

Our agency will comply with the employer eligibility requirements on the next page.

Job Title: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

# of Positions Requested: \_\_\_\_\_ Summer/School Year: \_\_\_\_\_ Summer only: \_\_\_\_\_ School Year only: \_\_\_\_\_

Education Level (currently):  1L  2L  3L Certified:  Yes  No

Duties:

Qualifications:

Hours per week: Summer: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Application:

Cover letter  Resume  Transcript  Writing sample: \_\_\_\_\_ pages

References  Other \_\_\_\_\_

Recruiting method:

- Spring On-campus Interviews—please contact career services to schedule.
- NW Public Service Career Fair—please see [www.nwpifair.org](http://www.nwpifair.org).
- Career Services Posting  Post now Post on date: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Current work-study students you plan to keep summer 2012 or academic year 2012-2013:

Students you are considering for positions summer 2012 or academic year 2012-2013:

*We hereby acknowledge that we do not discriminate in hiring in accordance to the nondiscrimination policy below.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Employer eligibility***

- Employers must be governmental agencies or non-profits.
- Employers must have an attorney to supervise and train the student.
- Employers must provide reasonable monitoring of student hours.
- Employers must act in the public interest, benefiting the community.
- Employers must be able to pay their portion, 50%, of student salaries.
- Employers must provide work that enhances the student's legal education.
- Employers must not replace or displace other employees with students.
- Employers must not require religious or political involvement from students.

### ***Non-Discrimination Policy***

Lewis and Clark Law School provides career development services to all students and graduates, on an equal opportunity basis. We do not knowingly furnish recruitment assistance, or facilities for interviewing, to persons, firms, agencies, or organizations that discriminate in their selection of candidates for employment on the basis of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, gender identity, marital, parental, or veteran status, or the prejudice of clients. A limited exception to this policy exists for military recruiters and federal agencies but only insofar as their employment and hiring practices are permitted under federal law.

Lewis and Clark Law School notifies employers of our non-discrimination policy and informs them that a request to use any of our services is their acknowledgment that they agree to adhere to our non-discrimination policy. Lewis and Clark Law School expects that all employers will consider, in good faith, each applicant on the basis of his or her individual merits.

The United States military historically has discriminated against persons on the basis of their age, gender, and sexual orientation. Although those policies remain in flux, current federal law authorizes the withdrawal of federal financial support (including certain types of student financial aid) from institutions of higher education that do not allow military recruiters access to campus or to certain student information.

In response to this threat, and for no other reason, Lewis and Clark Law School concedes an exception to its non-discrimination policy to military recruiters, to be in effect only while federal regulations continue to threaten elimination of financial aid in response to enforcement of non-discrimination. Northwestern School of Law of Lewis and Clark College abhors in the strongest terms the policy of the Department of Defense and the United States Congress and regrets the need to succumb to their threats. The Law School supports efforts to change both this law and the military policy discriminating on the basis of age, gender, and sexual orientation.