

**FIU**

**Law**

**RÉSUMÉ COLLECT  
REGISTRATION PACKET**

**OVADIA CAREER PLANNING & PLACEMENT OFFICE**

**11200 S.W. 8<sup>TH</sup> STREET, MIAMI, FL 33199**

**SUITE RDB 1055**

**P: 305.348.8376 • F: 305.348.2301 • [lawcareer@fiu.edu](mailto:lawcareer@fiu.edu)**

# RÉSUMÉ COLLECT REGISTRATION FORM

## I. RECRUITING ORGANIZATION INFORMATION

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

Recruiting Officer/Contact: \_\_\_\_\_

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

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Offices for which you are recruiting (Location): \_\_\_\_\_

## II. INFORMATION FOR RÉSUMÉ COLLECT (Please check all that apply)

Class Year: 2E \_\_\_\_\_ 2D/3E \_\_\_\_\_ 3D/4E \_\_\_\_\_  
(D = Full-time day students; E = Part-time evening students)

When will employment begin? \_\_\_\_\_

Deadline for the Ovadia CP&P Office to send résumés to you: \_\_\_\_\_

\_\_\_\_\_ Please check here if you prefer students apply directly to you rather than through a résumé collect. If so, please list the e-mail where résumés should be sent:

\_\_\_\_\_

Please indicate here if you would like to receive any other application materials (i.e. cover letter, writing sample, transcript): \_\_\_\_\_

## III. HIRING CRITERIA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Description:**

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

## **EMPLOYER DECLARATION OF NON-DISCRIMINATION AND EQUALITY OF OPPORTUNITY**

Florida International University College of Law is required to ascertain and maintain documentation that all employers recruiting students and alumni are complying with the federal guidelines for non-discrimination in the selection of employees. Employers requesting services are expected to observe the principle of equal opportunity for employment in accordance and Standard 211 (d) of the ABA Standards for Approval of Law Schools. A copy of Standard 211 (d) is available upon request.

Please read the Ovadia CP&P Office Non-Discrimination Policy below and sign to certify that your law firm/company/agency is an equal opportunity employer in compliance with this policy. Once the registration packet has been completed, please return to the Ovadia CP&P Office.

*It is the policy of FIU Law that no citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, religion, color, gender, gender identity, gender expression, age, disability, sexual orientation, veteran's status, or national origin be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity of the University. Employers who advertise positions through the Ovadia CP&P Office or participate in its recruitment programs must read the non-discrimination policy and undertake to observe it.*

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Signature

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Name (Please print)

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Firm/Organization

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Date