

FIU

Law

**RÉSUMÉ COLLECT
REGISTRATION PACKET
(FALL)**

OVADIA CAREER PLANNING & PLACEMENT OFFICE

11200 S.W. 8TH STREET, MIAMI, FL 33199

SUITE RDB 1055

P: 305.348.8376 • F: 305.348.2301 • lawcareer@fiu.edu

RÉSUMÉ COLLECT REGISTRATION FORM

I. RECRUITING ORGANIZATION INFORMATION

Employer: _____

Recruiting Officer/Contact: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Location(s)/office(s) for which you are recruiting: _____

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. POSITION DESCRIPTION

Hiring criteria:

Are you hiring for specific practice areas? If so, please list: _____

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 and sign the following compliance statement; complete the additional information and return this form to the Ovardia Career Planning and Placement Office.

“I certify that the law firm/company/agency identified below is an equal opportunity employer. Applicants are given equal consideration without regard to race, creed, color, religion, age, handicap, sex, sexual orientation, marital status, national origin, political opinion or affiliation and veterans status as provided under Vietnam Era Veterans Readjustment Assistant Act.”

Signature

Name (Please print)

Firm/Organization

Date