



FLORIDA STATE UNIVERSITY COLLEGE OF LAW  
 PLACEMENT OFFICE  
 425 WEST JEFFERSON STREET, ROOM 209  
 TALLAHASSEE, FLORIDA 32306-1601  
 PHONE NUMBER: 850.644.4495  
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**R E Q U I R E D**

**EMPLOYER INFORMATION:**

NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TEL. #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL (if applicable): \_\_\_\_\_

WEBSITE (if applicable): \_\_\_\_\_

**CONTACT INFORMATION:**

Name/Title: \_\_\_\_\_ Email (if applicable): \_\_\_\_\_

Business Phone # / Address (if different than employer's): \_\_\_\_\_ Tel. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**JOB POSTING DETAILS:** (Please feel free to use additional pages, if needed.)

Position(s) Level: (Please mark all that apply.)  Attorney (Associate)  Law Clerk/Intern  Fellowship  Non-Traditional

City/State of Job Location: \_\_\_\_\_ Number of Positions Available: \_\_\_\_\_

Dates: Available \_\_\_\_\_ Approximate Start Date \_\_\_\_\_ Deadline to Apply \_\_\_\_\_

Employer Practice Areas/Business: \_\_\_\_\_

Job Description: \_\_\_\_\_

Applicant Requirements: \_\_\_\_\_

Position(s) Open To: (Please mark all that apply.)  1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  Recent Grads  Alumni

Position(s) Available: (Please mark all that apply.)  Part-Time  Full-Time  Summer  Permanent

Salary: (Please indicate type of salary and/or specifics.) \_\_\_\_\_

Required Application Materials:  Resume  Cover Letter  Writing Sample  Unofficial Transcript  References

Application Method:  Mail  Email  Fax  Apply Online (Other Specifics: \_\_\_\_\_)

PLEASE NOTE: Unless otherwise notified, this job listing will be posted on our website and our job boards for **90 days**. Also, we will keep the listing in our files for one year. If you have any questions, please contact the Placement Office.

NON-DISCRIMINATION POLICY

Florida State University College of Law provides its students and graduates with equal opportunity to obtain employment, without discrimination or segregation on the ground of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. The services of our office are only available to those employers whose practices are consistent with this policy. By listing a job opportunity with this office, the employer has agreed to this non-discrimination policy. Any person who believes an employer is violating this policy should notify the Placement Office promptly.

EMPLOYMENT POLICY FOR FULL-TIME STUDENTS in accordance with the law school accreditation standards of the American Bar Association, a student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in 12 or more class hours. The College of Law appreciates your attention and cooperation in this matter.