

CHARLESTON

SCHOOL OF LAW

CAREER SERVICES REQUEST FOR JOB POSTING

*Please complete this form and submit, via email, postal mail, or fax:
Charleston School of Law, Career Services Department, P.O. Box 535, Charleston, SC 29402
Telephone: (843) 377-2422; Fax: (843) 853-6577*

Recruiting Organization Information

(This section is required.)

Organization/Employer	<input type="text"/>		
Contact Person	<input type="text"/>		
Street Address	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
Type of Organization	<input type="text"/>		
Email	<input type="text"/>	Website	<input type="text"/>
Position Title	<input type="text"/>		

Position Information

Position Type: *(choose all that apply)*

☐ Attorney ☐ Postgraduate Judicial Law Clerk ☐ Student Law Clerk/Intern

☐ Other (please specify)

Position is: *(choose one)*

☐ Part-Time ☐ Full-Time ☐ Summer

Interested In: *(choose all that apply)*

☐ 1L ☐ 2L ☐ 3L ☐ Recent Graduate ☐ Alumni

Application Deadline Date:

Job Start Date:

Position Description:

form continued on next page

CAREER SERVICES REQUEST FOR JOB POSTING - page 2

Method of Response: *(choose all that apply)*

☐ Email ☐ Fax ☐ Hard-copy (mail) ☐ Online

Materials Requested: *(choose all that apply)*

☐ Transcript ☐ Writing Sample ☐ References ☐ Cover Letter ☐ Application Form

☐ Other (please specify)

Reference(s) Requested:

☐ 0 ☐ 1 ☐ 2 ☐ 3

Letter(s) of Recommendation:

☐ 0 ☐ 1 ☐ 2 ☐ 3

Comments: