



Employers may post job openings or arrange on-campus interviews (OCI) through (1) Symplicity - <http://law-wlu-csm.symplicity.com>
(2) Email - lawcareer@wlu.edu (3) Fax this form - 540-458-8488.

Registration Fee:

- Lexington OCI - \$250.
- Charlottesville - \$300.
- No Fee – for firms with less than 50 attorneys, public interest, government and judicial employers, and those interviewing via video conference.

Please make check payable to Washington and Lee University. **Fees are non-refundable.**

EMPLOYER INFORMATION - PLEASE TYPE OR PRINT

Employer Name: _____ Number of Attorneys: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone : (____) _____ Fax: (____) _____ URL: _____

Contact: Ms./Mr. _____ Title: _____

E-mail _____

Office(s) for which you are recruiting: _____

OPTION 1: ON CAMPUS INTERVIEWING: Charlottesville/Lexington (Check one)

Charlottesville: August 19-24 (to coincide with UVA's early interview week)

Lexington: August 25 - November 13 **via Video Conference**

OCI dates requested: 1) _____ 2) _____ Interview Length: 20 minutes 30 minutes

*Classes you will interview: 2L 3L LLM **Please attach a job description.**

Additional materials required from students beyond resume:

Cover Letter Transcript Writing Sample (students will bring to interview) List of three references

Name of interviewer(s) (if alumnus/a, indicate class year): _____

OPTION 2: JOB POSTINGS/RESUME COLLECT (Check one)

Accumulate online: receive auto generated resume packet via email to be delivered on this date: _____

Resumes sent directly to employer from students via Mail Email Fax by this date: _____

*Accepting resumes from: 1L (posted 12/1) 2L 3L LLM **Please attach a job description.**

Additional materials: Cover Letter Transcript Writing Sample List of three references

*Special Instructions or Requests: _____

I would like more information on the following Regional Interview Programs:

Boston Chicago Northeast (New York) Southern California (Los Angeles) Texas (Dallas)

The Washington and Lee University School of Law opposes discrimination in employment based on sex, age, race, religion, national origin, handicap or disability, sexual orientation or any other legally impermissible or irrelevant ground. The facilities and services of the School are available only to those employers whose practices are consistent with this statement, and use of the facilities and services of the School of Law is construed as an affirmation by the employer that it does not so discriminate in selecting employees at any stage of the employment process. The Association of American Law Schools has taken the position that the current employment practices of the United States Armed Services do discriminate on the basis of sexual orientation, and has granted a limited exemption to permit Armed Services representatives to recruit on campus due to the potential loss of funding to the University that would result from the Solomon Amendment.

FOR OFFICE USE ONLY

INVOICED _____ SYMPPLICITY _____ EMAILED CONFIRMATION _____