



ON-CAMPUS RECRUITMENT FORM
CAREER SERVICES OFFICE
246 Deering Ave Portland, ME 04102
Phone: 207-780-4796 (FAX) 207-780-5647

Email: lawcareer@usm.maine.edu Website: www.mainerlaw.maine.edu/careers.aspx

PLEASE PRINT OR TYPE

Organization: _____

Name of contact & title: _____

Telephone number: _____ Email address: _____

Name(s) of interviewer(s): _____

Number of positions available: # _____ This position is: Paid Unpaid

Position term: Summer School year Full-time associate

Type of position: Full-time Part-time

Students to be interviewed: 1Ls 2Ls 3Ls

Applicants should submit: Cover letter Résumé Writing sample Transcript Other:

Requirements of the position: _____

Applicants should address their cover letter to: _____

The Career Services office at the Law School will collect all application materials and send them in a bundle. Please provide the **street mailing address** we should send the applications to (no P.O. Boxes please, as FedEx will only deliver to a street address):

Interviews to begin at: 8:30am 9:00am _____ Other (please specify) _____

Length of interviews: 30 mins 20 mins Other (please specify) _____

What breaks, besides lunch, should be factored into the schedule?

If the interviews run beyond lunchtime, would you like us to order lunch for the interviewer(s)? Yes No

Preferred Interview Date(s) _____ Unavailable Dates _____

Please circle all codes from the following list that comprise at least 15% of your firm/organization's practice areas:

ADM	Administrative & Regulatory	IN	Insurance
AMR	Admiralty	JUD	Judicial
AT	Antitrust	LM	Labor & Employment
AP	Appellate	LP	Law Professor
BA	Banking	LE	Legislative
BK	Bankruptcy	LTG	Litigation
BUS	Business (Corporate, Contracts Commercial)	MI	Military
CI	Construction	MUN	Municipal
CMM	Communications	NEG	Negligence (Product Liability, Personal Injury, Malpractice)
CON	Constitutional Law/Civil Rights	NON	Non Profit
CRM	Criminal	OTH	Other
DR	Dispute Resolution (Mediation, Arbitration)	PRO	Probate, Trusts & Estates
ES	Entertainment & Sports	PI	Public Interest
ENV	Environmental, Energy & Natural Resources	PU	Public Utilities
FAM	Family	RE	Real Estate
GP	General Practice	SEC	Securities
GD	Government & Public Sector	ST	Science & Technology
HLH	Health Care	TX	Taxation
IMM	Immigration	TO	Torts
IP	Intellectual Property (including Patent)	WC	Workers= Compensation
INT	International	ZL	Zoning & Land use

For OFFICE USE:

DATE OF INTERVIEW:

ROOM:

COLLECTION DATE:

RECEIVED:

INFORMATION ON FILE: YES NO NALP FORM: YES NO

FIRM RÉSUMÉ: YES NO

NON-DISCRIMINATION ACKNOWLEDGMENT YES NO