



Employer Resume Collect Request Form

Firm/Organization: _____

Address: _____

Contact Person: _____ **Title:** _____

Telephone #: _____ **Fax #:** _____

Email: _____ **Website:** _____

Area(s) of Practice: _____

Name of Position Available: _____ **# of Positions:** _____

Location of Position: _____

Position Description: _____

Full Time / Part Time: _____ **Salary:** _____

Pursuant to the Fair Labor Standards Act, private employers are required to pay students or alumni at least minimum wage for work with the organization. Florida Coastal School of Law will not post opportunities listed by private organizations seeking students or alumni for uncompensated positions.

Required Qualifications: _____

Preferred Qualifications: _____

Candidates Requested (circle all that apply):				
1L	2L	3L	Graduates	Bar Members

Applications Materials Requested (circle all that apply):				
Resume	Cover Letter	Transcript	Writing Sample	Other: _____

Application Deadline: _____ **Date Position Available:** _____

Applications will be bundled and emailed to employer within 24 hours of application deadline.

Return Form Via Fax to: (904) 680-7729 or Email to: careerservices@fcsl.edu

*Please note that by utilizing the services and facilities of the Career Services Department, you are agreeing to comply with the following Florida Coastal School of Law Non-Discrimination Policy: **The Florida Coastal School of Law does not discriminate on the basis of race, color, national origin, ethnicity, religion, gender, disability, age, or sexual orientation in its programs and activities.***

Employers are solely responsible for ensuring that all postings, hiring procedures, subsequent employment, internships, volunteer work, or other engagements of any nature comply with all applicable local, state and federal laws. Florida Coastal School of Law bears no responsibility for determining whether any such postings or engagements by Employers comply with any local, state, or federal laws.