

# JOB POSTING FORM

(Also Available online at [www.lclark.edu/dept/lscs/employers.html](http://www.lclark.edu/dept/lscs/employers.html))

Please complete ALL information

(when requesting posting as a "Blind Ad," please complete all information for our records).

Date: \_\_\_\_\_ Type of Position (circle): Student Law Firm Office Space Public Service Judicial Clerkship Business/Corp  
Academic Fellowship Externship Student Pro Bono  
 Please post position as a "Blind Ad"

Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

\_\_\_\_\_ Area(s) of Practice: \_\_\_\_\_ Size of Firm: \_\_\_\_\_

Position(s) Available: \_\_\_\_\_ Full-time  Part-time  # of hours \_\_\_\_\_

Student/Graduate  1D  2D  3D Court Certified Law Student:  No  Yes, in  Oregon  Washington  Idaho

Requirements:  1E  2E  3E  4E  Graduate Bar Membership Req'd:  No  Yes, in  Oregon  Washington  Idaho  
 Other (Please specify): \_\_\_\_\_

Other Qualifications: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Negotiable  DOE  Benefits: \_\_\_\_\_

Materials Required:  cover letter  reference list  resume  writing sample  transcript (max. pg. # \_\_\_\_\_)  
Send/Deliver Materials to:  Firm/Office  Career Services (will be collected and sent to employer on due date)  Bring to interview  Call for appt./interview

Deadline: \_\_\_\_\_  immediate Position to Start: \_\_\_\_\_  ASAP

As an employer, we agree to abide by the nondiscrimination policy of Lewis and Clark Law School and the policy of the Bylaws of the American Association of Law Schools. We hereby acknowledge that we do not discriminate in hiring in accordance to the nondiscrimination policy as set forth on the attached page.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return by fax (503) 768-6729; by e-mail at [lscs@lclark.edu](mailto:lscs@lclark.edu) or US mail to:  
CAREER SERVICES • Lewis and Clark Law School  
10015 SW Terwilliger Blvd. • Portland, OR 97219  
Web site address: <http://www.lclark.edu/dept/lscs>

## **LEWIS AND CLARK LAW SCHOOL NON-DISCRIMINATION POLICY**

Lewis and Clark Law School provides placement services to all students and graduates, on an equal opportunity basis. We do not knowingly furnish assistance and facilities for interviewing and other placement functions to persons, firms, agencies, or organizations that discriminate in their selection of candidates or employment on the basis of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, marital, parental, or veteran status, or the prejudice of clients.

Lewis and Clark Law School notifies employers of our non-discrimination policy and informs them that a request to use any of our placement services in any manner is, by that request, their acknowledgment that they are willing to adhere to our non-discrimination policy. Lewis and Clark Law School expects that all employers will consider, in good faith, each applicant on the basis of his or her individual merits.

The United States Armed Forces historically has discriminated against persons on the basis of their age, gender, and sexual orientation. While those policies have been in flux in recent years as a result of executive and judicial action, the Armed Forces continues to discriminate on the basis of age, gender, and sexual orientation in a manner inconsistent with the Law School's Non-Discrimination Policy. Consequently, the Law School has not allowed Armed Forces recruiters (Army, Navy, Air Force, and Marines) to recruit on campus or to receive assistance from Career Services. Current federal law authorizes the withdrawal of federal financial support (including certain types of student financial aid) from institutions of higher education that do not allow military recruiters access to campus or to certain student information. Department of Defense regulations implementing these provisions make clear that, if the Law School follows a policy of denying military recruiters access to campus and to certain student information, students at the Law School will lose certain financial aid.

In response to this threat, and for no other reason, Lewis and Clark Law School concedes an exception to its non-discrimination policy to military recruiters, to be in effect only while federal regulations continue to threaten elimination of financial aid in response to enforcement of non-discrimination. Northwestern School of Law of Lewis and Clark College abhors in the strongest terms the policy of the Department of Defense and the United States Congress and regrets the need to succumb to their threats. The Law School supports efforts to change both this law and the military policy discriminating on the basis of age, gender, and sexual orientation.