

JOB POSTING & RESUME COLLECT RECRUITMENT FORM

Thank you for recruiting at Detroit Mercy Law. To request a job posting on Career Connect, our online employment board, please complete and email this form to cs@udmercy.edu. The CSO will post the opportunity and applications will be emailed as they are received.

1. Please type YES to provide written assurance that you read and your organization will comply with the following policies:
 - a. *Nondiscrimination Policy: Employers agree to observe the principles of nondiscrimination and equality of opportunity on the basis of race, color, national origin, ancestry, age, sex, sexual orientation, gender including gender identity and gender expression, height, weight, marital status, familial status, disability, religion, creed, military service, veteran status, and political belief in regard to hiring, promotion, retention, and conditions of employment.*
 - b. *Remuneration Policy: Detroit Mercy Law does not post unpaid opportunities with for-profit entities. Postings for unpaid internships or externships for academic credit are limited to non-profit, government, or public interest agencies. Before submitting this form, please confirm your request complies with this policy and the Fair Labor Standards Act.*
2. Employer/Organization Information
 - a. Organization Name:

 - b. Address:
3. Contact Information
 - a. Judge/Mr./Ms.:

 - b. Name:

 - c. Job Title:

 - d. Email:

 - e. Phone:
4. Position Information
 - a. Are you recruiting (1) Students, (2) Recent Graduates (0-1 year of experience), or (3) Alumni (2+ years of experience)?

 - b. Job Type: (1) Paid or (2) Unpaid (postings with for-profit entities must be paid):

 - c. Salary/Wage (optional):

d. Job Title:

e. Description:

f. Required Qualifications:

g. Deadline to apply (If no deadline is provided, the posting will be active for 21 days.):

5. Applications – Resumes will be emailed to the contact’s email, unless otherwise requested. If additional application materials (writing sample, etc.) are requested, please instruct.