



Please email or fax this **Job Posting Form** to externships@ggu.edu.

Or, e-mail Law Career Services at [lawcareer@ggu.edu](mailto:lawcareer@ggu.edu).

EMPLOYER'S INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Website: \_\_\_\_\_

**Contact Person**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Position Title: \_\_\_\_\_  Check this box for Externship Position /Academic Credit\*

*\*If you are a new employer posting for externship position , please fill out this [Externship Placement Certification Form](#).*

Application Materials:

- Resume & Cover Letter
- Unofficial Transcript
- Writing Sample
- Other

Specify Other : \_\_\_\_\_

**Job Description/Qualification:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deadline of Application :  Open Until Filled

Deadline Date: \_\_\_\_\_

Start Date of Job : \_\_\_\_\_ #of Hours Per Week: \_\_\_\_\_

Candidates Eligible to Apply:

STUDENT:  1st Year  2nd Year  3rd Year  HLP Only\*\*  LL.M

GRADUATE :  Recent Graduates (0-2 years)  Experienced Attorney (3+ years)

*\*\*Students in our Honors Lawyering Program (HLP) are available to work full time during the Fall Semester. HLP students will have completed a minimum of 3 Semesters of law school during the Fall Semester.*

Check if you would like to be contacted about our Honors Lawyering Program.

Salary: \$ \_\_\_\_\_ Per \_\_\_\_\_  Depends on Experience  Work-Study\*\*\*  Volunteer

*\*\*\* Work-Study provides salary subsidies for financially eligible students. Please contact us for more information.*