



## Lawyers Club of San Diego Career Center: Job Posting Request Form

Please email this form and the job description to [ivy@lawyersclubsandiego.com](mailto:ivy@lawyersclubsandiego.com). Once the job posting form has been reviewed, it will be posted on the Lawyers Club Career Center feature of the website.

**NOTE:** Lawyers Club does not accept or process job applications, please provide detailed information below on how candidates should apply and who they should contact. Incomplete requests will not be accepted.

### Employer Contact Information

Submitted by: \_\_\_\_\_ Employer Name: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Would you like to be contacted about Lawyers Club membership, sponsorship opportunities and Lawyers Club events?  Yes  No

### Job Opening Information

*Position Title:
Date Needed:
Organization/Company:
Address:
*Primary Category (check one): <input type="checkbox"/> Corporate <input type="checkbox"/> Law School <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Other
Additional Categories (check all that apply): <input type="checkbox"/> Corporate <input type="checkbox"/> Law School <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Other
Type of Position (check one): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer
Experience Requirements (check one): <input type="checkbox"/> < 1 yr. <input type="checkbox"/> 1-2 yrs. <input type="checkbox"/> 3-5 yrs. <input type="checkbox"/> 6-10 yrs. <input type="checkbox"/> >10 yrs.
Salary (optional):
How to Apply/Contact (provide detailed instructions on how to apply and any information you will need from the candidate):
*Job Description & Details (please attach an electronic Word Document or PDF with description):

\*Required