



# JOB POSTING

## Common Law Section

### \*Mandatory fields

<b>*Employer Name</b>										
<b>*Employer contact details</b> (Name and contact information of the person to whom applications should be addressed)										
<b>Employer practice area</b> (e.g. IP boutique, full-service, public interest, etc.)										
<b>*Job type</b> (select one)	<table border="0"> <tr> <td>Articling</td> <td>Part-Time Academic Year</td> <td>Internship</td> </tr> <tr> <td>Summer</td> <td>Full-Time Academic Year</td> <td>Volunteer</td> </tr> <tr> <td>Research Assistant</td> <td>Student-Proposed Internship</td> <td>Alumni</td> </tr> </table>	Articling	Part-Time Academic Year	Internship	Summer	Full-Time Academic Year	Volunteer	Research Assistant	Student-Proposed Internship	Alumni
Articling	Part-Time Academic Year	Internship								
Summer	Full-Time Academic Year	Volunteer								
Research Assistant	Student-Proposed Internship	Alumni								
<b>*Job location</b> (City and Province)										
<b>*Job title</b> (e.g. Articling Student, 2L Summer Student, etc.)										
<b>*Job description</b> (e.g. description of the company, details of the role, preferred candidate qualities)										
<b>*Compensation</b> (Please note: As a policy, we do not post unpaid summer and articling positions)	<table border="0"> <tr> <td>Paid</td> <td>Unpaid</td> </tr> </table>	Paid	Unpaid							
Paid	Unpaid									
<b>Compensation Information</b> (if applicable)										
<b>Number of positions available</b>										
<b>Start and end dates of position</b> (if known, date/month/year)										
<b>*Information required from candidates</b> (select all that apply)	<table border="0"> <tr> <td>Cover Letter</td> <td>Transcripts</td> <td>Reference Letters</td> <td>List of Upper Year Courses</td> </tr> <tr> <td>Resume</td> <td>Writing Sample</td> <td>List of References</td> <td>Other:</td> </tr> </table>	Cover Letter	Transcripts	Reference Letters	List of Upper Year Courses	Resume	Writing Sample	List of References	Other:	
Cover Letter	Transcripts	Reference Letters	List of Upper Year Courses							
Resume	Writing Sample	List of References	Other:							
<b>*Candidates are to apply via</b> (select one or more)	<table border="0"> <tr> <td>Email</td> <td>Fax</td> <td>Mail</td> </tr> <tr> <td>In Person</td> <td>viPortal</td> <td>Other:</td> </tr> </table>	Email	Fax	Mail	In Person	viPortal	Other:			
Email	Fax	Mail								
In Person	viPortal	Other:								
<b>*Application deadline</b> (date/month/year)										
<b>Please make posting available to:</b>	<table border="0"> <tr> <td>All Ontario Law Schools</td> <td>All Canadian Law Schools</td> <td>uOttawa students only</td> </tr> </table>	All Ontario Law Schools	All Canadian Law Schools	uOttawa students only						
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Please fill, download and send this form by email to [uottawalaw.careerservices@uottawa.ca](mailto:uottawalaw.careerservices@uottawa.ca)