



**uOttawa**  
Faculté de droit  
Faculty of Law

**Centre des carrières et du développement professionnel**  
**Career and Professional Development Centre**

The staff at the Career and Professional Development Centre (CPDC) is committed to the academic and professional success of all students at the Faculty of Law, Common Law Section. Part of our role consists of fostering strong relationships with employers in the legal community in order to ensure that our students secure rewarding and meaningful opportunities throughout their studies, as well as beyond and upon graduation.

To ensure the quality of our services and to assist students at the Faculty of Law, the CPDC has established recruiting policies. Our policies are intended to provide a framework for the professional relationships between employers, students, third party recruiters, and career educators.

The University of Ottawa and the Faculty of Law are committed to maintaining a learning and work environment that promotes the understanding and respect for dignity of the person as part of the University community and one that is free from harassment and discrimination.

## **Important Job Posting Policies**

All employers that post job opportunities with the Faculty of Law, Common Law Section agree to provide a work place that is free of discrimination in compliance with all provincial and federal Human Rights Legislation, and provincial law society professional standards, codes of conduct and recruitment procedures. All employers also agree to comply with our Recruiting Policies where applicable.

The CPDC will not post articling opportunities that are unpaid, whether they are with for-profit or not-for-profit organizations.

Employers who wish to post a paid summer or articling opportunity must be in a position to offer at least the provincial minimum wage.

We reserve the right in our sole discretion to restrict, remove or refuse to post any job posting without notice that we feel is inappropriate for our students and/or alumni.

We will not post any job opportunity or otherwise circulate employment information where a non-lawyer is seeking a student to perform legal research or engage in any activities that could potentially be construed as providing legal advice.



# 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)