POSITION DATA:

Title of Position __________________________________________________________________________________________

Employer Contact Person ___________________________________________________________________________________

Employer Name __________________________________________________________________________________________

Employer Address ________________________________________________________________________________________

City/State/Zip ____________________________________________________________________________________________

Employer Phone _____________________________________ Employer Email ______________________________________

Please briefly describe the position, as you want the listing to appear in the newsletter, including the practice areas, qualifications required, where/how to apply, and the documents to be submitted (e.g. resume, cover letter, transcript, writing sample, salary history, references). If possible, email the ad in a Word document format to kerry@fcba.org. The ad should not exceed 300 words.

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Do you want resumes sent directly to you by the applicant?  □ Yes  □ No  If no, a Blind Box # will be assigned

Please indicate to which category this applies  □ Law Firm/Corporate  □ Non-Profit/Government/Academic

PAYMENT:

The cost for a Job Bank listing, with resumes sent directly to the employer, is $75.00 per month

The cost for a Job Bank listing, with a Blind Box # assigned, is $95.00 per month

Payment must be received in advance. Listings and payment received by the 20th day of each month will appear in the next month’s newsletter. Please note that you will not be billed each month. If you want your listing to appear in a specific number of issues, you may pay in advance with one check to cover the total fee.

$_______________ Total Enclosed  □ Visa □ MasterCard □ American Express □ Discover □ Check

Credit card no. ________________________________________________________ Exp. date __________________________

Cardholder Name ______________________________________ Signature __________________________________________

PLEASE SEND THIS FORM AND A CHECK MADE PAYABLE TO THE “FCBA” TO:

Federal Communications Bar Association, 1020 19th Street, NW, Suite 325, Washington, DC 20036-6101
Phone: (202) 293-4000, Fax: (202) 293-4317, E-mail: kerry@fcba.org