

# JOB BANK Form

## 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](mailto: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](mailto:kerry@fcba.org)