

Semester

Year

Employment Report Form

Full-time students are permitted to work no more than a total of 20 hours per week. This limitation, imposed by the Law School's Academic Rules and American Bar Association Standard 304, will be communicated to your employer(s). **First-year, full-time students are not allowed to work at all.** The purpose of these restrictions is to ensure that students have adequate time and energy to devote to their law studies.

To ensure compliance with these requirements, all students must execute the following certification:

CERTIFICATION

I HEREBY CERTIFY THAT:

- As a full-time, first-year student, I will not work during the academic year.
- As a full-time, upper-level student I will work no more than a **total** of 20 hours per week during the semester indicated above.
- I am enrolled in the part-time division.

I FURTHER CERTIFY THAT:

- I have listed below all current or anticipated employers for the term.
- I will notify Student Records of any different or additional employers who employ me during the same semester.
- I understand that falsely certifying my compliance is a violation of the Code of Student Academic Conduct.

Signature

Please print name

Date

Student ID number (T#)

Current Employer(s): Please print clearly.

	Fall Employer	Spring Employer	Please Report any Previously Unreported Employer
Firm / Employer's Name			
Supervisor's Name			
Supervisor's Email Address			
Complete Mailing Address			

Additional employers should be reported on the back of this form.

(Please see the following page for instructions for completing this form)

Instructions for Completing this Form

1. Complete all information as requested above.

2. Submit the completed and signed form via:

Hand Delivery To the Career Services Office, First Floor, Room 116

Mail UALR Bowen School of Law
Attention: Assistant Dean Dianna L. Kinsey
1201 McMath Ave.
Little Rock, AR 72202

Fax (501) 324-9820

Email Note: You must submit a scan with your signature. Email to law-careers@ualr.edu.