

GUIDELINES FOR EMPLOYMENT POSTINGS

The purpose of this website is to assist lawyers, articling students, law clerks and legal assistants in notifying others either of their availability for employment or in finding employment in the legal services industry in the Regional Municipality of Waterloo. Posting of a notice of a position available or notice seeking employment (the "Notice") on the website will be subject to the following rules:

Term: All Notices posted on the Waterloo Law Association Employment Opportunity webpage will be displayed for a maximum period of 60 days from the date of posting. The Notice will automatically be removed on the expiry of the 60 day period unless it is renewed by request in writing delivered prior to the end of the period. Requests for renewal are to be delivered by mail to: Waterloo Law Association, c/o 20 Weber Street East, Kitchener, Ontario or by email addressed to Catherine Malvern at cmalvern@waterloolaw.org.

User Fee: The fee for the posting of a Notice for the period or any part thereof will be \$30.00 plus all applicable taxes for each Notice posted. The fee is payable in advance at the time of posting the Notice. The fee will also be chargeable on any renewal or extension of any posted Notice.

The posting fee will be waived for members of good standing in the Waterloo Law Association.

Conditions: All Notices to be posted must be submitted in .pdf (Adobe Acrobat) document format and forwarded by email to the attention of Catherine Malvern at cmalvern@waterloolaw.org.

The Notice to be posted shall refer to the availability of only one position.

The Notice will be reviewed for questionable content and the Waterloo Law Association reserves the right to vet/reject/refuse any Notice submitted for posting.

Employment postings will not be accepted from professional recruitment services or employment agency services.

The employment posting must contain your firm name, your name and all relevant contact information for the person(s) to be contacted by the prospective employer/employee. THE WATERLOO LAW ASSOCIATION WILL ASSUME NO RESPONSIBILITY FOR THE MANAGEMENT, DRAFTING, EDITING OR AMENDING OF YOUR NOTICE.

All Notice shall clearly specify that any and all enquiries to be made with respect to the position offered or sought shall be made directly to the contact person(s) stated in the Notice. ENQUIRIES BY PROSPECTIVE APPLICANTS WILL NOT BE DEALT WITH, ACCEPTED NOR FORWARDED BY THE WATERLOO LAW ASSOCIATION.

WATERLOO LAW ASSOCIATION
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