



Paralegal Association of New Jersey  
[www.NJPara.org](http://www.NJPara.org)

**JOB BANK POSTING REQUEST FORM**

Email the completed Form to the Job Bank Coordinator at [JobBank@NJPara.org](mailto:JobBank@NJPara.org)

Date \_\_\_\_\_

**CONTACT INFORMATION**

County \_\_\_\_\_

Firm or Corporation Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Area (s) of Law that individual will be involved:

\_\_\_\_\_

Duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employment Requirements/Additional Comments: (i.e. bilingual, years of experience, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job Posting Details:

Is this a temporary position?

Internship?

\_\_\_ Full Time \_\_\_ Part Time

\_\_\_ Yes \_\_\_ No

\_\_\_ Yes \_\_\_ No

**Please note: Salary information is optional**

Salary Range (Annual) \$ \_\_\_\_\_ Hourly Rate \$/hr \_\_\_\_\_