SECTION I: COMPANY INFORMATION

Company Name: _____
Industry Type: _____
Address: _____

Contact Name: _____  Title: _____
Phone: _____  Fax: _____
Email: _____  Web: _____

SECTION II: POSITION INFORMATION

Job Position: _____  Job Vacancy: _____
Brief Job Description: _____
Important Qualifications: _____
Computer Skills: _____
Job Type: X Full-Time  □ Part-Time  □ Temporary/Seasonal
Hours: _____  Days: _____  Pay Range: _____
Employment Start Date: _____  Dress: _____
Benefits Summary: _____
Applicant Process: _____

SECTION III: DIRECTIONS

Metro Accessible: _____ Yes _____ No
Directions: _____

Revised on: 03/06/2015