

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: _____