



Career Planning, Placement, and Cooperative Education Center

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JOB VACANCY INFORMATION FORM

EMPLOYER'S NAME:		PHONE:	DATE:
ADDRESS:			
Street address		City	State zip code
CONTACT PERSON:		TITLE:	
EMAIL:		JOB LOCATION:	
POSITION TITLE:		CLOSING DATE:	
No. of Opening:	PAY: HOURLY\$	SALARY:	
HOURS/DAYS NEEDED			
<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDSDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY			
HOURS NEEDED:		<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME HRS. PER WEEK: _____			
JOB DESCRIPTION:			
JOB REQUIREMENTS:			
EDUCATION REQUIRED:		<input type="checkbox"/> HS/GED <input type="checkbox"/> COLLEGE _____ #YEARS PREFERRED	
EXPERIENCE RQUIRED:		<input type="checkbox"/> NONE <input type="checkbox"/> WILL TRAIN MONTHS _____ YEARS _____	
APPLY:		<input type="checkbox"/> IN PERSON <input type="checkbox"/> CALL FOR APPOINTMENT <input type="checkbox"/> MAIL OR FAX RESUME	
Additional Comments:			

This JOB VACANCY INFORMATION FORM must be completed and forwarded to the Placement Specialist, South Florida Community College Career Center, Bldg B-250, or Fax to (863) 784-7319 This job listing will be posted on bulletin boards for a minimum time period of two weeks or until the job is filled. Please let us know when the job is filled. Thank you.