



EMPLOYER JOB ORDER FAX FORM

Student Employment Services

1000 W. Foothill Blvd., Glendora, CA 91741

626.335.3159 Fax

COMPANY NAME _____ PLACED BY: _____

ADDRESS _____ CROSS STREET _____

CITY _____ ZIP CODE _____

PHONE (_____) _____ FAX (_____) _____

CELL (_____) _____ E-MAIL ADDRESS _____

TYPE OF COMPANY _____

HOW TO APPLY (by phone, in person, or fax resume) _____ WHEN? _____

CONTACT PERSON _____ TITLE _____

OF CURRENT OPENINGS: _____ POSITION IS: F/T____; P/T____; TEMP FROM _____ TO _____

POSITION TITLE _____

MINIMUM HOURLY SALARY (must be at least minimum wage and not commission-only) \$ _____
(Job orders will not be accepted without the actual minimum beginning salary being given)

EXACT DAYS/HOURS TO WORK: _____
(Example: Mon-Fri; 8am-12noon or Mon, Wed, Fri; 3pm-6pm)

OR FLEXIBLE HOURS:

DAYS/WK _____; # **OF HRS/DAY** _____ **BETWEEN THE HOURS OF** _____ **&** _____
(Example: any 3-5 days between Monday and Saturday, any 3-5 hours per day between 9am & 6pm)

EXACT MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, WORK EXPERIENCE REQUIRED:

DETAILED JOB DESCRIPTION: _____

Please phone us immediately when you have enough applications, each time you hire someone we have referred to you, or when your position is filled. For more information, please contact us at:

Citrus College Student Employment Services
1000 W. Foothill Blvd.
Glendora, CA 91741
626.914.8596 phone • 626.335.3159 fax

See Student Employment Services website for employer disclaimer at <http://www.citruscollege.edu/ses>