



Employer Services Request Form

Please complete all sections of this form, sign and return it to the Career Center. You may attach additional job information.

Company: _____ Contact: _____

Address: _____ Telephone #: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Web site URL: _____

Description of Company: _____

Please check if you would like your contact information to be used in our Employer Database.

Job Posting Information

Job Title(s): _____

Job Description(s): _____

Qualifications Required: _____

Request for On-Campus Recruitment Day

Date: _____ Time: _____

A Recruitment Day is an occasion for employers to come to campus and meet with students regarding full-time, part-time or experiential learning opportunities. An employer may participate in a Recruitment Day once per month, unless otherwise approved by the Career Center.

The Germanna Community College Career Center and the employers using its services are expected to conform to the provisions of the Equal Opportunity Act and the American Disability Act. Your signature below indicates compliance with EEO/ADA.

Signature: _____ **Date:** _____

Approval Signature: _____ **Date:** _____

Germanna Community College
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