

MT. SAN ANTONIO COLLEGE – CAREER PLACEMENT SERVICES

Phone : 909-594-5611 Ext. 4510 FAX: 909-468-4038

If you would like to post an employment opportunity with Mt. SAC Career Placement Services, you may print the order form below, type or print all information requested, and fax the completed form to (909) 468-4038 . . . **OR** you may send an e-mail to rasencio@mtsac.edu requesting the same form by e-mail – then just fill out the form on your computer and e-mail it back. The job should be posted in our office the next working day. If you have any questions, feel free to call us.

**** PLEASE CALL, FAX, OR EMAIL US THE NAMES OF ANY MTSAC HIRES ****

Thank you for considering MTSAC for your employment needs. Your help is greatly appreciated.

Date: _____ **Company Name:** _____

Co Address: _____ **City/Zip:** _____

Job Location: _____ **Contact Person Name/Title:** _____

Phone: _____ **Fax:** _____

(Needed: Will only be provided to students at your request)

E-mail: _____ **Website:** _____

Type of Business: _____

Job Title: _____ **Wage:** _____

Job is FT ___ **PT** ___ **Either** ___ **Apply How?: Call** ___ **In Person** ___ **Mail/Fax Resume** ___ **E-mail Resume** ___

Number of Openings: _____ **Days/Hours:** _____

Qualifications: _____

Job Description: _____

(This is a free service)