



# JOB ORDER FORM

via <http://www.tccollege.edu/careerservices/employers.htm>

## CAREER SERVICES INFORMATION (to be completed by TCI College Career Services)

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_  F  E  M

Number of Resumes Sent: \_\_\_\_

Corporate Liaison Initials: \_\_\_\_

Company Code (all CAPS): \_\_\_\_

Job Number (generated from Solutions II): \_\_\_\_

New Company

## COMPANY INFORMATION

Company Name: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Mobile Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_ - \_\_\_\_\_  Please check if preferred method to send resumes (F)

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Please check if preferred method to send resumes (E)

Mailing Address (including City, State and Zip Code): \_\_\_\_\_

Please check if preferred method to send resumes (M)

## JOB DESCRIPTION

Position/Job Title: \_\_\_\_\_ # of Position(s): \_\_\_\_\_

Major(s) to consider: \_\_\_\_\_

Salary:  Hourly \$ \_\_\_\_\_  Salary (per year) \$ \_\_\_\_\_

Benefits:  Medical  Dental  401k  Tuition Reimbursement

Other \_\_\_\_\_  None

Hours of Employment: \_\_\_\_\_  M-F  Weekends/Overtime

Required for position:  DL  Motor Vehicle (Car/Truck)  Bilingual \_\_\_\_\_

Indicate Language(s)

Job Description (Below or See Attached)

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