Greetings Employer,

The Modesto Junior College Career Development & Transfer Center can assist employers recruit MJC students and graduates for their staffing needs. Our office will provide your company with the following but not limited to:

- Employment services at no cost to EEO employers
- Space for on-campus job interviews and recruitment
- Advertisement of employment opportunities to qualified MJC Graduates and Students registered with the Job Placement Office

**Job Posting Guidelines:**

- Job opportunities must pay at least minimum wage ($8.00 per hour) or higher (No jobs based on commission will be posted)
- Jobs posted will consist of opportunities throughout Stanislaus County and its surroundings
- Employer to inform office if an MJC student/graduate obtains employment with hiring company
- Temp Agencies can email job listing to ramirez@d@mjc.edu or fax (209) 575-6408 (Printed announcements will be posted inside the Career Center)
- Employer must comply with Federal and State regulations which prohibit Discrimination and Harassment in Employment EEOC [www.eeoc.gov](http://www.eeoc.gov)

Please complete the attached Job Order Form or visit our employer site [mjc.edu/employers](http://mjc.edu/employers) to complete the job order online. Thank you for providing students and graduates an opportunity to apply for your employment opportunities.

We look forward to working with you!

[WWW.MJC.EDU/EMPLOYERS](http://WWW.MJC.EDU/EMPLOYERS)

**Disclaimer:**
This is a job referral service provided to employers and MJC students and graduates. Students will not be pre-screened for the job(s) opportunities posted through the Job Placement Program. If you are not the addressee, any disclosure, copying or distribution or use of the contents of this message is prohibited. If you received this transmission in error, please destroy it and notify us immediately at (209) 575-6239. Thank you.
Please complete and return via email or fax. Thank you.

COMPANY NAME / EMPLOYER ____________________________________________________________

CONTACT PERSON __________________________________________ TITLE _______________________

ADDRESS ______________________________________________________

CITY __________________________ STATE __________ ZIP __________

PHONE NUMBER (_____) ___________________ FAX NUMBER (_____) _______________________

EMAIL __________________________________________________________

WEB SITE _________________________________________________________

JOB CATEGORY: (PLEASE CHECK ONE)

__BUSINESS MANAGEMENT __CUSTOMER SERVICE __RESTAURANT
__CHILD CARE __EDUCATION/TUTORING __WAREHOUSE
__CLERICAL __HEALTH __OTHER ______________________
__COMPUTER-ENGINEERING __MISCELLANEOUS

DATE: ____________________

JOB TITLE: _________________________________________________________

(COMPLETE ONE FORM PER JOB TITLE)

___FULL-TIME _____PART-TIME _____BOTH TEMPORARY (YES / NO)

WORK SCHEDULE: __________________________________ TOTAL HOURS PER WEEK __________

HOURLY RATE OF PAY / SALARY: _____________________________________________________

(NO JOBS BASED ONLY ON COMMISSION WILL BE POSTED)

LIST JOB DUTIES: ____________________________________________________________

__________________________________________________________________________

LIST JOB QUALIFICATIONS: _______________________________________________________

__________________________________________________________________________

HOW TO APPLY: ____________________________________________________________

(JOB DESCRIPTIONS MAY ALSO BE ATTACHED TO THIS JOB ORDER FORM)

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