



**SCC CAREER & EMPLOYMENT SERVICES CENTER**

(707)864-7124 • ROOM 403 • Fairfield Main Campus

Please return completed form: [careercenter@solano.edu](mailto:careercenter@solano.edu) or (707)646-2070 (fax)

**JOB REQUEST FORM**

Company Name / Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Website Address \_\_\_\_\_

Business Type \_\_\_\_\_

<b>JOB TITLE:</b>	
<b>JOB ID #:</b> (if posted on college central):	
<b>EMPLOYMENT TYPE:</b>	<b>JOB</b> <input type="checkbox"/> <b>INTERNSHIP</b> <input type="checkbox"/> <b>VOLUNTEER</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Temp</b> <input type="checkbox"/> <b>On-call</b> <input type="checkbox"/>
<b>LOCATION:</b>	
<b>SALARY:</b>	
<b>REQUIRED WORK DAYS:</b> <b>WORK HOURS:</b>	
<b>JOB DUTIES:</b>	
<b>DESIRED QUALIFICATIONS:</b>	
<b>HOW TO APPLY:</b>	

**EMPLOYERS:** The Career & Employment Services Center reserves the right to refuse the posting of your job listing

**JOB SEEKERS:** The Career & Employment Services Center makes no representation or guarantee about positions posted by this office and is not responsible for safety, wages, working conditions, or any other aspect of off-campus employment. Students are urged to perform due diligence in researching employers when applying for or accepting off-campus employment.

**Thank You for Posting Your Job Opening with Solano Community College**