



JOB POSTING FORM

For use when you cannot get online to post on *Connections*

- Please type or handwrite legibly.
- Fax or email completed form to Career Services:
704-330-6036 ▪ career.services@cpcc.edu
- Questions? Please call 704-330-6551

Industry/Job category									
Job location: City				State					
Level	Part-time	Full-time	Internship	Entry-level	Advanced experience				
Job Title									
Job Description									
Requirements/Qualifications									
Salary/Wage	\$		per	Year	Hour	Month	Week	Day	Stipend
How would you like job seekers to contact you? Check all that apply.									
Email	Mail	In-person	Phone	Fax	Company Website	Online Through <i>Connections</i> <i>(Resumes will be sent directly to your email; your address will not be visible to job seekers)</i>			
Choose one	Have all online applications (through <i>Connections</i>) emailed to you as they are submitted								
	Have all online applications (through <i>Connections</i>) emailed to you when posting expires								
Start Date for Candidate	Month		Day		Year				
Job Duration	Permanent	Temporary	Duration?						
Number of Positions Open									
How long would you like to have this job posted?				30 days	60 days	___ days			
Close position on	Month		Day		Year				
Recruiter's name					Check here if you do not want recruiter's name to appear on job posting				
Company/Organization					Check here if you do not want company's name to appear on job posting				
Email				URL/Web Address					
Phone (main)				Phone (alt)				Fax	
Street Address									
Address Line 2				City	State			Zip	