



FREE JOB LISTING SERVICE JOB POSTING FORM

Instructions: Please fill out this Job Listing Form and either fax, mail or email it back to Career Services.

Phone: (972) 238-6921 **Fax:** (972) 238-6967 **Email:** wOsby@dcccd.edu sKatz@dcccd.edu cMerritt@dcccd.edu

Mail: Richland College 12800 Abrams Rd. Dallas, Texas 75243-2199 **DATE:** _____

Job Information

Company Name: _____

Job Title: _____

Job Location (City, State): _____

Job Description: _____

Full-time: Part-time: Temporary Position: Number of Positions: _____

Start Date _____ Approximate Work Days/Hours: _____

Highest Degree Required (Please check all that apply.)

None: H.S. Diploma: AA or AS: Bachelor's: Master's: Doctorate:

Desired Major: _____ Desired Work Authorization: _____

Qualifications: _____

Job Type: Describe this position according to FLSA or IRS rules: Exempt/Wage: _____ Contract Labor: _____ % of travel: _____

What is the wage, salary or salary range?

**Wage, salary or salary range is required to list a position.*

Contact Information (Required)

Primary Contact Name and Title: _____

Your Name and Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Company Website: _____

Brief Description of Company: _____

(Example: Auto Repair Shop, Bank, Elementary School, Hospital, Retail Store, etc.)

By what method do you want applicants to contact you? (Please check all that apply.)

In Person Phone Fax Email Company Website

Do you want to publish the name of the primary contact person? Yes () No ()

Do you want to publish the company information listed above? Yes () No ()

**All jobs are listed for 30 days unless a closing date is specified.*

Closing Date: _____



By submitting this listing you are certifying that you are an Equal Opportunity Employer and that applicants will be selected without regard to race, color, national origin, religion, sex, disability or sexual orientation.