

MONTEREY PENINSULA COLLEGE

Job Order Worksheet

Placement Procedures

- Employers please Fax information directly to the Job Center, Fax number 646-3079.
- All Job Orders are posted on a bulletin board outside of the Job Center office and on www.mpc.edu
- The employer's contact information is *only* available to *MPC students*, to view.
- Employers please call the Job Center at 646-4196 when the job is filled, and to list new jobs.

Basic Information

Contact Information

- Contact Person: _____
- Name of Business or Resident: _____
- Address/City: _____
- Business Hours: _____ Phone Number: _____
- Fax Number _____ E-mail Address: _____

Job Information

- Job Title: _____
- Job Description: _____

- Qualifications: _____

- Does this position require a Degree: Yes No Type of Degree: _____
- Date Start: MM _____ DD _____ YY _____ Date End: MM _____ DD _____ YY _____
- Number of Openings: _____ Pay Rate: _____ Hourly/Monthly/Yearly
- Work Schedule: Days _____ Hours: _____
- Full-Time/Part-Time; Permanent/Short-Term / Internship/ Benefits: _____
- How to apply: In person Student Call Fax Resume Email