



JOB ORDER FORM

11110 Alondra Blvd., Norwalk, CA 90650 Phone: (562) 860-2451, Ext. 2395

Please return completed job order to student-employment@cerritos.edu

Website: www.cerritos.edu/student-employment/employer-services/employer-services.htm

EMPLOYER _____ CONTACT PERSON _____

ADDRESS/CITY/ZIP: _____

WEBSITE _____ EMAIL _____

PHONE # _____ FAX# _____

HOW TO APPLY/CONTACT _____

JOB TITLE _____ **LOCATION OF JOB** _____

QUALIFICATIONS _____

DUTIES _____

TYPE PART-TIME FULL-TIME JOB LISTING INTERNSHIP LISTING

Ongoing Job Listing: Yes No Closing Date _____

HOURS/DAYS: _____ **NUMBER OF POSITIONS** _____

PAY/SALARY RATE: \$ _____ /**HOUR OR MONTHLY PAY** \$ _____

_____ hereby affirms it is an equal opportunity employer, offering
Company Name

employment without regard to race, color, religion, gender, sexual orientation, national origin, or age and provides Equal Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era. By signing this Job Order Form _____ (Company Name) hereby affirms that it complies with all applicable state and federal employment regulations as mandated by law.

Signature of person completing this statement

Print Name:

Date:

Please Note:

- Your job listing will be posted on Jobspeakr for student’s review. This is a free online job search platform for Cerritos College students and alumni. It will be posted for a period of four weeks unless extension is requested at the end of the four weeks.
- The Student Employment Office reserves the right to refuse/decline the posting of your job listing.
- **STUDENTS: We make no representations or guarantees about positions posted by this office and are 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 an off-campus employment position.**

THANK YOU FOR POSTING YOUR JOB OPENING WITH CERRITOS COLLEGE