



CERRITOS COLLEGE STUDENT EMPLOYMENT
 11110 Alondra Blvd., Norwalk, CA 90950 • 562-860-2451, Ext. 2366

Employer On-Campus Recruitment Request

Name of Company/Organization: _____ Contact Name: _____

Address: _____ City: _____ Zip Code: _____

Phone # _____ Fax # _____ Mobile # _____

Email Address: _____ Today's Date: _____

	Recruitment Date/s:	Day of Week:	Time of Day:	Recruiter's Name:
1				
2				
3				
4				
5				

Type of Company: _____

Positions recruiting for: _____

Employer Recruitment on-campus is available two days per month free of charge. Please allow two weeks to process your reservation request. Your completed request can be faxed to (562) 467-5057 and a confirmation will be sent to you. A table and two chairs will be provided for you. For a fee, a parking permit can be obtained at the Campus Police, located adjacent to C-10 parking lot.

Should you hire someone as a result of your recruitment and job listing/s at Cerritos College, please provide us with the name of student/s, date of hire, and title of position by emailing to Student-Employment@cerritos.edu or calling the number below. We keep track of our hires for our yearly statistical report.

Visit us at www.cerritos.edu/career-services/job-placement to access information about our programs and services. Job order and On-campus recruitment forms can be downloaded from the website by clicking on the **Employer Services**.

If you have any questions, **feel free to contact Job Placement staff at (562) 860-2451, Ext. 2366.**

Thank you.