

SOUTHWESTERN COMMUNITY COLLEGE

– CAREER SERVICES –

Room 703 – Instructional Center
Creston, IA 50801

Employment Opening Information

The Southwestern Career Services Center is available to assist business and industry in securing proficient employees. Please complete form IF you anticipate an employment opening and wish to interview Southwestern graduates/students for the position. Return form to the above address or contact coordinator at (641) 782-7081 or 1-800-247-4023 Extension 446. FAX (641) 782-1401.

Name of firm/ _____
Name of Individual _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type of Business _____ No. of Employees _____
Contact Person _____ Title _____

Position(s) to be filled:

Full-time: _____

Part-time: _____

Description: _____

When will the position be open _____

Best means for student to initiate personal interview:

(1) Resume, Phone, Personal Contact _____

(2) Time of Day _____

Do you wish to interview on campus: Yes _____ No _____

(Private interview rooms are available on Campus)

Salary Considerations: _____

Other Benefits: _____

COMMENTS _____

_____ Date of Request _____