



**IMPORTANT!**  
**DOWNLOAD AND COMPLETE FIELDS, THEN**  
**RETURN THIS FORM TO: [ses@swccd.edu](mailto:ses@swccd.edu)**  
**OR FAX TO: (619) 482-6554**

**Student Employment Services**  
900 Otay Lakes Road  
Chula Vista, CA 91910  
Office Number: (619) 482-6356

## JOB REQUEST FORM

### EMPLOYER INFORMATION

**Company Name:**

Web Site:

Non-Profit: ☐ No ☐ Yes

CA Tax ID:

Mailing Address:

City:

Zip:

Telephone Number:

Keep Private: ☐

Fax Number:

**Contact Person:**

Title:

Type of Business:

Email:

Keep Private: ☐

**Position Title:**

Position is Continuous/On-going? ☐ No ☐ Yes

Number of Openings:

**How to Apply:** ☐ Call for Appointment? ☐ In-Person ☐ Apply Online ☐ Email Resume ☐ Mail-in/Fax Resume

### PAY RATE/ WAGES

Hourly Pay/Wages: \$

BOE/DOE: ☐

Salary Based: ☐

Negotiable: ☐

Volunteer Only: ☐

Internship: ☐ No ☐ Yes

Internship Wage: \$

Non-Paid Internship: ☐

### WORK SCHEDULE

☐ Part Time ☐ Full Time Temporary: ☐ if yes, how long?

**Work Days:** Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐ Holidays ☐

**Hours per Week:** ☐ 1-20 ☐ 21-30 ☐ 31-40 ☐ 40+

**Flexible Work Hours:** ☐ No ☐ Yes

**Shifts:** Morning ☐ Afternoon ☐ Evening ☐

### JOB SUMMARY: (10 Lines or Less)

**Required Skills:** (10 lines or less; of knowledge, abilities, education, etc.)

### REQUIRED SKILLS: (10 Lines or Less)

**Experience Required?** ☐ No ☐ Yes If yes explain

This job is open to both community members and Southwestern College students ☐. Open to Southwestern College students only ☐