

Greetings Employer,

The Modesto Junior College Job Placement Office assists local employers recruit MJC students and alumnus for their staffing needs. Our office will provide your company with the following:

- **FREE** employment services
- On-Campus Job Interviews and/or Recruitment
- Advertisement of employment opportunities to qualified MJC Graduates and Students registered with the Job Placement Office

## **Job Posting Guidelines:**

- 1.) Job opportunities must pay at least minimum wage (\$8.00/hr) or higher  
**(No jobs based on commission will be posted)**
- 2.) Jobs posted will consist of opportunities throughout Stanislaus County and its surroundings
- 3.) Employer to report hired students by e-mailing [ramirez@modjoc.edu](mailto:ramirez@modjoc.edu) or calling (209) 575-6239
- 4.) Temp Agencies can only email job listing to [ramirez@modjoc.edu](mailto:ramirez@modjoc.edu) or fax (209) 575-6408  
**(Job opportunities will be posted inside our Career Center on a specific section)**
- 5.) Employer must comply with Federal and State regulations which prohibit Discrimination and Harassment in Employment

Please complete the attached Job Order Form and return by email or fax.

Thank you for giving the MJC students and alumnus an opportunity to apply for your job opportunities.

We look forward to working with you!

MJC Career Development & Transfer Center/Job Placement Staff

### **Disclaimer:**

This is a job referral service provided to employers and MJC students/alumnus. Students will not be pre-screened for the job(s) opportunities posted through the Job Placement Program. If you are not the addressee, any disclosure, copying or distribution or use of the contents of this message is prohibited. If you received this transmission in error, please destroy it and notify us immediately at (209) 575-6239.



CAREER DEVELOPMENT & TRANSFER CENTER
435 COLLEGE AVENUE MODESTO, CA 95350
JOB PLACEMENT WEB SITE: WWW.MJC.EDU/JOBSFORSTUDENTS

OFFICE: (209) 575-6239 FAX: (209) 575-6408
E-mail: ramirez@mjcc.edu

(Office Use: JOB # \_\_\_\_\_)

JOB ORDER FORM

Please complete and return via email or fax. Thank you.

COMPANY NAME / EMPLOYER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER(\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

WEB SITE \_\_\_\_\_

JOB CATEGORY: (PLEASE CHECK ONE)

- BUSINESS MANAGEMENT CUSTOMER SERVICE RESTAURANT
CHILD CARE EDUCATION/TUTORING WAREHOUSE
CLERICAL HEALTH
COMPUTER-ENGINEERING MISCELLANEOUS

DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_
(COMPLETE ONE FORM PER JOB TITLE)

\_\_\_ FULL-TIME \_\_\_ PART-TIME \_\_\_ BOTH TEMPORARY (YES / NO)

WORK SCHEDULE: \_\_\_\_\_ TOTAL HOURS PER WEEK \_\_\_\_\_

HOURLY RATE OF PAY / SALARY: \_\_\_\_\_
(NO JOBS BASED ON COMMISSION WILL BE POSTED)

LIST JOB DUTIES: \_\_\_\_\_

LIST JOB QUALIFICATIONS: \_\_\_\_\_

HOW TO APPLY: \_\_\_\_\_

(JOB DESCRIPTIONS MAY ALSO BE ATTACHED TO THIS JOB ORDER FORM)

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