#  chemeketa(spot)_primary.png

**Career Services**

PO Box 14007, Salem, OR 97309-7070
Fax: 503.399.7483 Phone: 503.399.5026

Email: careercenter@chemeketa.edu

 **Employer Job Order Form**

**Employer Name:**

**Employer Address, City, Zip Code:**

**Employer Phone Number:**       **Employer Fax Number:**

**Employer website address:**

**Contact Person:**       **Contact Person Title:**

**Contact Phone Number:**       **Contact E-mail:**

**Open Position Title:**

**Closing Date:**       **Job Begins:**

**Job location:**

**Salary: $**      **per** **[ ]  hour /** **[ ]  week /** **[ ]  month /** **[ ]  year**

**Benefits?** **[ ]  Yes /** **[ ]  No**

**Comments regarding salary/benefits:**

**Workload: [ ]  Part-time / [ ]  Full-Time**

**Duration: [ ]  Permanent / [ ]  Temporary / [ ]  Seasonal**

**Days:** **[ ]  Mon /** **[ ]  Tues /** **[ ]  Wed /** **[ ]  Thurs /** **[ ]  Fri /** **[ ]  Sat /** **[ ]  Sun**

**Comments regarding days/hours:**

**Job Qualifications****:** (Include licenses/certificates, dress code/grooming, or tools that may be required.)

**Job Duties:**

**Apply by:** **[ ]  Mail /** **[ ]  Fax /** **[ ]  Email /** **[ ]  Call /** **[ ]  In-Person /** **[ ]  Online**

**Apply with:** **[ ]  Resume /** **[ ]  Cover Letter / [ ]  Company Application**

**Comments regarding applications:**