



JOB Posting

We are excited about your partnership with Houston Community College, V.A.S.T. We will work diligently to exceed your expectations.

Please complete the following form to post a job.

Date: _____

PLEASE PROVIDE THE FOLLOWING COMPANY INFORMATION:

Company Name: _____

Address: _____

City, ZIP: _____

Company Contact Person for this project: _____

Title: _____

Phone: _____

Fax: _____

E-Mail: _____

PLEASE TELL US ABOUT THE JOB/INTERNSHIP:

Job Title: _____ Department: _____

Description of Duties *(Please include the essential responsibilities of the position. You may attach a job description if preferable.)*

WHAT SPECIAL SKILLS ARE NECESSARY FOR THE POSITION? (Check ALL that apply):

COMPUTERS		CLERICAL		OTHER	
<input type="checkbox"/>	PC	<input type="checkbox"/>	Data entry – alphanumeric	<input type="checkbox"/>	Cashier / cash register
<input type="checkbox"/>	Word processing (Word)	<input type="checkbox"/>	Data entry – 10-key: _____ kph	<input type="checkbox"/>	Retail Stocking
<input type="checkbox"/>	Spreadsheets (e.g., Excel)	<input type="checkbox"/>	Operating copier	<input type="checkbox"/>	Customer service / Greeter
<input type="checkbox"/>	Microsoft PowerPoint	<input type="checkbox"/>	Operating fax machine	<input type="checkbox"/>	Working with Children – non CDA
<input type="checkbox"/>	Internet/Email	<input type="checkbox"/>	Operating postage meter	<input type="checkbox"/>	Working with Children – non CDA
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Typing: _____ wpm	<input type="checkbox"/>	Other – specify _____
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Filing (by number or alphabet)	<input type="checkbox"/>	Other – specify _____
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Answering telephone	<input type="checkbox"/>	Other – specify _____
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Making phone calls	<input type="checkbox"/>	Other – specify _____

WHAT TYPE OF COMMITMENT ARE YOU SEEKING?

How many employment opportunities are available? _____

What minimum age is required to be hired for the position(s)?
Note: 18-25. _____

Please select the work days for this position: _____ MON _____ TUE _____ WED _____ THU _____ FRI _____ SAT _____ SUN

Please indicate the hours/shift (check a.m. or p.m.): From _____ : _____ a.m. _____ p.m. to _____ : _____ a.m. _____ p.m.

What wage does this position pay? \$ _____ per _____

What is the anticipated start date? _____ End date (if any)? _____

Is your work site accessible by public transportation? _____ Yes - Specify bus routes: _____ No

Is there a company dress code? _____ Yes - Specify: _____ No

<u>WHAT ARE YOUR HIRING REQUIREMENTS?</u>	<u>General Comments:</u>
Skill assessment? _____ Yes _____ No	
Physical exam? _____ Yes _____ No	
Drug test? _____ Yes _____ No	
Criminal background check? _____ Yes _____ No	
Driver's license? _____ Yes _____ No	
Uniform requirement, yes/no? _____	

Please return this form to:

**Houston Community College-V.A.S.T.
Attn: Sandra Pierce, Project Director- Employment Services
1301 Alabama, Ste 101-P
Houston, TX 77004**

or fax it to:
713-718-6815
If you have questions, please call Sandra Pierce at 713-718-2524