

For Office Use Only  
Job Number: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

# JOB INFORMATION

FULL-TIME    PART-TIME    INTERNSHIP    PERMANENT  
 TEMPORARY    SUMMER ONLY    PART-TIME NOW / FULL TIME SUMMER

DATE: \_\_\_\_\_ APPLICATION DEADLINE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DUTIES: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

SALARY / HOURLY RATE: \_\_\_\_\_

SCHEDULE: \_\_\_\_\_

HOW TO APPLY:  IN PERSON    TELEPHONE    EMAIL    INTERNET    RESUME NEEDED

NOTES: \_\_\_\_\_

## COUNSELING AND CAREER CENTER

UNIVERSITY OF MONTEVALLO ♦ STATION 6262 ♦ MONTEVALLO, AL 35115

♦ (205) 665-6262 ♦ FAX (205) 665-6255