

# WORKPLACE LEARNING:

BUILD YOUR ORGANIZATION'S TALENT PIPELINE

## Employer Position Request Form

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of Positions: \_\_\_\_\_ Position Title(s): \_\_\_\_\_

Start Date/Term/Duration:      Aug-Dec      Jan-May      May-July      Hours per week minimum: \_\_\_\_\_

Compensation: \_\_\_\_\_ GPA Requirement: \_\_\_\_\_

Brief position description: (If additional space is needed, please attach job description)

Minimum skills required/preferred: (If additional space is needed, please attach a job description).

Application instructions and required materials (cover letter, resume, deadline, etc.):

To whom should Coordinator send materials? (Please provide email address or application website)