

Job Vacancy Form

Please **TYPE** or **PRINT** the following information and mail or fax it to the Career Development Center.

Date _____

Contact Person _____ Title _____

Phone Number _____ E-mail _____

Fax Number _____

Organization _____ Website Address _____

Address _____

City/State/Zip _____

Position Title for Posting _____ Major Required _____

Type of Position Full-time Internship Other (please specify) _____

Position Description _____

Application Deadline _____ Start Date _____

Salary _____ Hours Per Week _____

Method of Application Phone Send Resume E-mail Other (please specify) _____

Would you like the Career Development Center to:

Forward resumes of students matching degree and qualifications required? Yes No

Post job vacancy to web-based system(s)? Yes No

PLEASE RETURN COMPLETED FORM TO:

Career Development Center • Ashland University • 401 College Avenue • Ashland, Ohio 44805-3799

Telephone: (419) 289-5064 • Fax: (419) 289-5071 • www.ashland.edu/career