

Student Career Services- Employer Job Description Form

DATE: _____

LOCATION OF PLACEMENT: _____
STREET CITY POSTAL

CONTACT PERSON: _____ PHONE: _____

EMAIL: _____

DATES OF WORK TERM: _____ TO: _____

WORKING HOURS: _____ DAYS PER WEEK: _____

JOB TITLE: _____

JOB DESCRIPTION:

QUALIFICATIONS (Include level of education and beneficial skills, etc.):

PREFERENCE FOR SELECTION OF WORK PLACEMENT APPLICANTS:

- Prefer to interview students on campus Prefer to interview students at my place of business
 Prefer to interview students by telephone Other (please specify) _____

DEADLINE FOR APPLICATIONS: _____

ADDITIONAL COMMENTS: _____

APPLICATION PROCESS:

RESUME EMPLOYER APPLICATION FORM COVER LETTER

Return to: Student Career Services
Visit our website: [I AM AN EMPLOYER](#), Contact Us: co-op@confederationcollege.ca