Name of Organization____________________________________________________________

Name and Title of Recruiters ______________________________________________________

Address _______________________________________________________________________

Phone Number________________________ Fax Number _______________________________

Email Address________________________ Number of Schedules________________________

Preferred Recruiting Date(s) _____________________________________________________

First Interview to Begin at ______________ Last Interview to End at____________________

Note: Half-hour interviews will be scheduled unless otherwise requested. Please indicate if morning or afternoon coffee breaks are desired. __________________________

Recruiting for: Job Description:

Position(s) ___________________________ _________________________________________

Desired Majors _______________________ _________________________________________

Geographic Location___________________ _________________________________________

Will Interview: Permanent Position_______ Internship _________ Summer Job_________

EQUAL OPPORTUNITY STATEMENT

____________________________________hereby affirms it is an equal opportunity employer, (Name of Organization)

offering employment without regard to race, color, religion, sex, national origin, or age and

provides Equal Employment Opportunity to handicapped individuals.

Name __________________________________ Title _________________________________
(Signature)

Date ________________________________

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New Concord, OH 43762
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Email: jkent@muskingum.edu