



Brazosport College  
*Gator Guidance Center*  
 500 College Drive  
 Lake Jackson, Texas 77566  
 Phone: 979-230-3429 Fax: 979-230-3112

## Job Placement Form

To post a job, please complete this form and return by fax or mail to the above address. Unless you indicate otherwise, all of the information you provide will be posted on our website and job board. Your signature is **required** (see below)

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

**INTERESTED STUDENTS NEED TO:**

- Submit an application and/or resume to \_\_\_\_\_
- Call to schedule an interview. Please request to speak with \_\_\_\_\_
- Other \_\_\_\_\_

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

JOB DESCRIPTION  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SPECIAL SKILLS  
 \_\_\_\_\_  
 \_\_\_\_\_

EDUCATION  
 \_\_\_\_\_

SALARY \_\_\_\_\_ NUMBER OF OPENINGS \_\_\_\_\_  
 FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ PERMANENT \_\_\_\_\_ TEMPORARY \_\_\_\_\_  
 EXPERIENCE \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ PREFERRED 18 YEARS OR OLDER \_\_\_\_ YES \_\_\_\_ NO  
 DAYS PER WEEK \_\_\_\_\_ WEEKENDS \_\_\_\_ YES \_\_\_\_ NO HOURS PER WEEK \_\_\_\_\_

Your job listing will remain posted until we are notified that it has been filled. You may call Sara Garska at (979) 230-3429 to remove your listing. If we are not notified, BC will contact you each month to confirm the availability of the position.

*Please check if applicable:*

- This position is always available. Please continue to post. BC will check on its availability once every 6 months.

*For office use:*  
 Job Order #: \_\_\_\_\_  
 Job category: \_\_\_\_\_  
 Date job order faxed/mailed: \_\_\_\_\_  
 Posting: \_\_\_\_ Board \_\_\_\_ List \_\_\_\_ Web

**The signature below certifies that we are in compliance with the Equal Employment Opportunity Commission Guidelines and Federal Civil Right legislation and do not discriminate on the basis of race, color, national origin, religion, sex, age, or disability.**

\_\_\_\_\_  
 Employer/Human Resources Representative **Signature Required** Date