

# Employment Description Form

## The University of Texas-Pan American Office of Career Placement Services

Student Services Building, 2nd Floor, Room 2.101 ~ 1201 W. University Drive ~ Edinburg, TX 78541-2999

Phone: (956) 381-2243 ~ Fax: (956) 381-2244

<http://careerservices.panam.edu>

(Please type or print legibly)

For our records, we need to have this form completed and signed by the employer for each position posted. Make a copy and RETURN the original to the address above.

|                    |                      |
|--------------------|----------------------|
| Date:              | Contact Person:      |
| Organization name: | Phone No:            |
|                    | Fax No:              |
| Mailing Address:   | Company Information: |
| Home Page:         | Email Address:       |

## Employment Information

**Please complete all that apply.**

Position Type: *Please mark with an X.*

Part-Time: \_\_\_\_\_ Full-Time: \_\_\_\_\_ Cooperative Education/Internship: \_\_\_\_\_

Temporary: \_\_\_\_\_ Summer: \_\_\_\_\_

Job Location: \_\_\_\_\_ Number of positions: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Salary: \_\_\_\_\_

Job Description: \_\_\_\_\_

Qualifications/Requirements: \_\_\_\_\_

Minimum GPA (if applicable): \_\_\_\_\_ Major(s) (if applicable): \_\_\_\_\_

How to Apply: Fax Resume: \_\_\_\_\_ Call First: \_\_\_\_\_

Email Resume: \_\_\_\_\_ Apply in Person: \_\_\_\_\_

**If you would like to interview on-campus, please indicate** Yes No Desired Date(s): \_\_\_\_\_

In the event this job vacancy is filled or any other time that I want Career Placement Services to stop promoting this job vacancy, I understand that it is my responsibility to notify the office of such desire. Otherwise, this job vacancy will be promoted for 60 days or until the application deadline that I provide, whichever is shorter.

**Our company is an equal opportunity/affirmative action employer.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_