



Part-Time Job Listing Form

Student Employment Office

A Division of Career Services

SLU 10492

Hammond, LA 70402

Phone: (985) 549-2121 Fax: (985) 549-2126

For Office Use Only

eR _____ BB _____

Employer Contacted / Placement Made

_____/_____
_____/_____
_____/_____

www.selu.edu/career

Date _____

Company Name _____

Contact Person _____
First Last

Address

Street Address _____

City State Zip

Contact Information

Phone: (_____) _____ - _____ Web Address _____

Fax: (_____) _____ - _____ Email _____

I prefer students to contact me via (check all that apply) ___Phone ___Email ___In person

Description of Organization: _____

Job Title: _____

Job Description: _____

Job Type is: () Part-time () Full-time () Temporary Shifts are: () Day () Night
() Weekday () Weekend

Number of / Range of Hours Student Should Expect to Work per Week: _____

Job Location _____ Starting Date _____ Application Deadline (if any) _____

Salary / Hourly Wage _____

Desired Qualifications / Experience _____

By signing below, I authorize the Student Employment Office (SEO) to publicize my job vacancy information to Southeastern students. In the event this job vacancy is filled or any other time that I want to stop promoting this job vacancy, I understand that it is my responsibility to notify SEO of such desire. Otherwise, this job vacancy will be promoted for 60 days or until the application deadline that I provide, whichever is shorter. I understand that my company's identity and contact information will be shown only to those students who register with SEO, and that some of those students may be contacting me regarding this job vacancy. I understand that SEO cannot and does not make any claims, expressed or implied, as to the employability of any student that may seek employment with my organization. I understand, according to Federal Regulations, that SEO may be contacting me to verify if a Southeastern student has been hired for this vacancy, and if so, how that student is performing and what his or her compensation level is. I also certify that my organization is an Equal Opportunity Employer.

Signature _____ Date _____