



Wayne  
County  
Community  
College  
District

# Wayne County Community College District Career Planning & Placement Department

## Job Request Form

### EMPLOYER INFORMATION

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

### JOB INFORMATION

Full-time ☐ Temporary ☐ Internship ☐ Apprenticeship ☐

Part-time ☐ Seasonal ☐ Co-op ☐

Number of openings \_\_\_\_\_ Hourly wage/salary \_\_\_\_\_

Job title \_\_\_\_\_

Job location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip \_\_\_\_\_

Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun ☐ Days ☐ Evenings ☐ Midnight ☐

**Minimum qualification:** (Please check)

None ☐ 1 yr. certificate ☐ 2 yr. certificate ☐ Associate ☐ BA ☐ MA ☐ Doctorate ☐

Experience required: \_\_\_\_\_

How to contact: Apply in person ☐ Fax ☐ Telephone ☐ Email ☐

Expiration: \_\_\_\_\_

Comments \_\_\_\_\_

Employers may post their job postings by filling a Job Request Form or by posting online at [www.collegecentral.com/wcccd](http://www.collegecentral.com/wcccd)  
If you have any questions, please contact the Career Planning & Placement Department at (313) 496-2572 or Fax (313) 496-0451

#### Statement of Compliance with Federal and State Law

It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.