

# Santa Rosa Junior College Student Employment Job Order

www.santarosa.edu/stuemp/jobs

Fax: (707) 522-2750

Phone: (707) 527-4476

Please write legibly and use this form.

Date \_\_\_\_\_

Off-Campus ( )

On-Campus ( )

Job Position \_\_\_\_\_

Type: ( ) Part-time ( ) Full-time ( ) Both ( ) Seasonal

Hours/Days \_\_\_\_\_

Pay Rate \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Qualifications/Experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESIDENCES:** We need your full address for our records, which will not be posted to the public.  
Contact information posted is first name and phone # or email.

**BUSINESSES:** We need your phone number & full address for our records.  
You may request that we do not post it.

☐ Residence ☐ Business Category \_\_\_\_\_

Business/  
Employer \_\_\_\_\_ Type of Business \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

Web Site \_\_\_\_\_

Please be advised that SRJC Student Employment services does not screen employers or potential applicants.  
The Student Employment Office reserves the right to refuse to list any job we believe would not be beneficial to our students.  
JOB INFORMATION THAT IS UNREADABLE OR SUBMITTED IN A DIFFERENT FORMAT MAY NOT BE POSTED.