

Job #: \_\_\_\_\_  
Office Use Only

**Lee College - Student Career & Employment Office**

P.O. 818 • Baytown, TX 77522

Office: 281.425.6572 • Fax: 281.425.6382

Email: cperaza@lee.edu

Web: www.lee.edu/hirearebel

# Job Posting Form

**Please complete this form and fax, email, or mail it back to the Student Career & Employment Office.  
Please notify us when the position has been filled so we can remove the job posting.**

<b>CONTACT INFO</b>	Company Name: _____
	Nature/Type of Business: _____
	Contact Person: _____ Title/Position: _____
	Mailing Address: _____ City State Zip
	Phone: _____ Fax: _____
	Email: _____ Company Website: _____

<b>JOB LISTING INFO</b>	Job Title: _____ # of Openings: _____
	Description of Duties: _____
	Requirements: _____
	Salary: _____ Deadline to Apply: _____
Days Required: M T W TH F SAT SUN Hours Required: _____	
Position Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Internship	
How Student/Graduates Should Apply: <input type="checkbox"/> Fax Resume <input type="checkbox"/> Email Resume <input type="checkbox"/> Mail Resume <input type="checkbox"/> Apply in Person <input type="checkbox"/> Call	

**Non-Discrimination Policy:** Lee College is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, religion, sex, handicap, national origin, or veteran status.

I understand by signing this statement that my organization agrees to abide by the Non-Discrimination Policy stated above in our use of the Lee College Student Career & Employment facilities and services.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_