

**Honolulu Community College
Career Readiness & Job Placement Center
Job Order Form (No Fee)**

FAX: 845-9122

WEBSITE: <http://honolulu.hawaii.edu/jobplacement>

Employer Information:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Job Information:

Job Title: _____ No. of Positions: _____

Job Reference Number: _____ Requested No. of Referrals: _____

Days/Hours: _____

Part-time Full-time Permanent Temp if Temp, how long? _____

Location (District): _____ Pay Rate: _____

Date Open: _____ Closing Date: _____

Duties: _____

Minimum Qualifications: _____

Desirable Qualifications: _____

Apply Methods: Call for Appointment Mail or Fax Resume E-mail Resume Apply in Person *

or Apply online at: _____ *Specific times to apply: _____

Contact Person:

Name: _____ Title: _____

Phone: _____ Alternate Phone: _____

Fax: _____ E-mail: _____

Job Hotline: _____