



**Disclaimer: Napa Valley College Career Center Employer Posting Policy**

The following positions will not be posted at Napa Valley College. Any positions such as adult entertainment, presentation modeling or activity associated with the use of alcohol or drugs or other controlled substances; work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc; out-of-pocket jobs/internships charged to student; commission-only positions, jobs/internships in which workers' compensation is not available to employee; direct marketing jobs; Network marketing companies; positions that pay for work in cash or informal work/pay arrangements.

## Job Order Form

*Please attach a Job Description if possible and thank you for posting with NVC!*

Today's Date: \_\_\_\_\_ Close Date of Position: \_\_\_\_\_ **Job Order Number** \_\_\_\_\_

### Company Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone or Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Job Information

Employment Type: JOB  INTERNSHIP  VOLUNTEER  Number of Openings: \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Wage: (Use range if applicable) \_\_\_\_\_

Wage Negotiable? YES  NO  Status: Full-time  Part-time  Seasonal  Temporary

Hours/Week: \_\_\_\_\_ Days: \_\_\_\_\_ Times: \_\_\_\_\_

Job Responsibilities: (main duties) \_\_\_\_\_

Job Requirements: (training/experience needed) \_\_\_\_\_

**Fax to: Career Center Office (707) 256-7339**