# chemeketa(spot)_primary.png

**Career Services**

PO Box 14007, Salem, OR 97309-7070   
Fax: 503.399.7483 Phone: 503.399.5026

Email: careercenter@chemeketa.edu

**Employer Job Order Form**

**Employer Name:**

**Employer Address, City, Zip Code:**

**Employer Phone Number:**       **Employer Fax Number:**

**Employer website address:**

**Contact Person:**       **Contact Person Title:**

**Contact Phone Number:**       **Contact E-mail:**

**Open Position Title:**

**Closing Date:**       **Job Begins:**

**Job location:**

**Salary: $**      **per**  **hour /**  **week /**  **month /**  **year**

**Benefits?**  **Yes /**  **No**

**Comments regarding salary/benefits:**

**Workload:  Part-time /  Full-Time**

**Duration:  Permanent /  Temporary /  Seasonal**

**Days:**  **Mon /**  **Tues /**  **Wed /**  **Thurs /**  **Fri /**  **Sat /**  **Sun**

**Comments regarding days/hours:**

**Job Qualifications****:** (Include licenses/certificates, dress code/grooming, or tools that may be required.)

**Job Duties:**

**Apply by:**  **Mail /**  **Fax /**  **Email /**  **Call /**  **In-Person /**  **Online**

**Apply with:**  **Resume /**  **Cover Letter /  Company Application**

**Comments regarding applications:**