



JOB LOCATION AND DEVELOPMENT (JLD) PROGRAM COMMISSION JOB ANNOUNCEMENT FORM

Phone: (303) 492-3711 Fax: (303) 492-4544
stdemp@colorado.edu www.colorado.edu/studentemployment

New Job Posting _____ Update to Existing Job Posting _____ Job #, if known _____

Remove Job Posting _____

Check appropriate term(s): Summer _____ Fall _____ Spring _____ Temporary _____

All fields must be completed in order for us to post your job.

Job Title _____

Contact Person (First and Last Name) _____

Phone: _____ Alternate Phone # _____

Do you want the phone number(s) to appear on the posting? Yes _____ No _____

Fax # _____ E-mail _____

Company/Employer _____

Address: _____
(address, city, state, zip)

Est. #hrs/week _____ # of Positions Open: _____

Compensation _____ *Please be as realistic as possible about a student's potential compensation. Please see below for reporting requirements.*

Specific Job Duties/Qualifications: **Please clearly state terms upon which commission is paid.**

***Check all that apply:

References: _____ Background Check: _____ Transportation Req'd: _____ Drivers License: _____
Experience: _____ First Aid: _____ CPR: _____ Non-Smoker: _____

Does your company have a website with an employment application? Yes _____ No _____
If so, the website address: _____

Your job announcement will remain posted until you notify our office that you would like it removed.

In order to continue to receive the government funding that supports our free service, we are required to collect statistics on the jobs posted in our office. Consequently, when you notify us that the job is filled, you must provide the following information. Failure to provide these statistics will prevent your organization from posting with us in the future.

- Number of CU students hired? _____
- For each student hired, please report:
 - the student's average hourly rate of pay: _____
 - the student's average weekly work hours: _____

I understand that for each CU student hired, I must report the above statistics or my organization will be unable to post future job announcements through the CU-Boulder Job Location and Development Program.

Signed: _____



STUDENT EMPLOYMENT OFFICE