



# ON-CALL EMPLOYER REFERRAL (On-Campus)

STUDENT EMPLOYMENT

Student Employment Office  
77 UCB  
Boulder, CO 80309-0077  
303-492-7349 Fax: 303-492-4544  
stdemp@colorado.edu

DATE: \_\_\_\_\_

Upon completing this form, students registered with the on-call service will be sent an email with your job information. If they are interested, they will contact you directly. You will also be sent an email to confirm the job announcement was sent.

Please circle email distribution list you would like to use:

CHILDCARE

CLERICAL/COMPUTER

GENERAL LABOR

MISCELLANEOUS

JOB TITLE: \_\_\_\_\_

PAY RATE: \_\_\_\_\_ DATES OF APPOINTMENT: \_\_\_\_\_

LENGTH OF APPOINTMENT: \_\_\_\_\_ # OF POSITIONS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where did you hear about our on-call service? \_\_\_\_\_

Office Use Only

Date email sent \_\_\_\_\_ Initials \_\_\_\_\_

