

CAREER SERVICES  
GRIFFIN  
501 VARSITY ROAD  
GRIFFIN, GA 30223  
PHONE: 770-467-6011  
FAX: 770-228-7326



**SOUTHERN  
CRESCENT**  
TECHNICAL COLLEGE

CAREER SERVICES  
THOMASTON  
1533 HIGHWAY 19 SOUTH  
THOMASTON, GA 3086  
PHONE: 706-646-6148  
FAX: 706-646-6063

*Request to post Job Opening*

EMPLOYER INFO

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

Company URL (website): \_\_\_\_\_

Company Description: \_\_\_\_\_

CONTACT INFO

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

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

JOB OPENING INFO

Application Deadline: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Job Description/Skills Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job Status: Full-time  Part-time

Work Hours/Schedule: \_\_\_\_\_

Job Location: City \_\_\_\_\_ State \_\_\_\_\_

Compensation Details/Other Benefits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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FOR OFFICE USE

Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Posted \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Entered by \_\_\_\_\_

**Request to post Job Opening—continued**

JOB INFO - CONTINUED

**Job Function:** (circle all that apply) *This data will ensure that your job is visible to the greatest number of students.*

- |                                 |                                |                                  |
|---------------------------------|--------------------------------|----------------------------------|
| Not Specified                   | Data Entry                     | Programming/Software Development |
| Accounting/Auditing             | Economic/Community Development | Public Relations                 |
| Administrative/Support Services | Farming/Agriculture            | Real Estate Management           |
| Advertising                     | Finance                        | Research                         |
| Bookkeeping                     | Forklift                       | Risk Management/Assessment       |
| Business Development            | Fundraising/Development        | Sales                            |
| Buying/Purchasing               | Game Design                    | Skilled Labor                    |
| Childcare                       | Health Services/Healthcare     | Social Work                      |
| Community Service               | Hotel/Restaurant/Hospitality   | Tax                              |
| Computer Drafting and Design    | Human Resources                | Teaching/Education               |
| Construction/Contracting        | Investigation                  | Technical Support                |
| Creative/Design/Multimedia      | IT/Systems                     | Technician                       |
| Customer Service                | Information Management         | Training                         |
| Cyber Security                  | Law Enforcement/Security       | Welding                          |
| Distribution                    | Management                     | Warehousing/Materials Management |
| Database Management             | Marketing                      | Web Development                  |
| Distribution                    | Operations                     | Other                            |

**Application Requirements:**

- |                          |                          |                               |
|--------------------------|--------------------------|-------------------------------|
| Desired                  | Required                 |                               |
| <input type="checkbox"/> | <input type="checkbox"/> | High School Diploma/GED       |
| <input type="checkbox"/> | <input type="checkbox"/> | Diploma Major: _____          |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate Major: _____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate Degree Major: _____ |

- Work Authorization:**     U.S. Citizen or U.S. National                       Permanent U.S. Resident  
 Employment (H-1) Visa     H-4 Visa

**Please choose a manner in which students should apply:**

- Website: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Additional Application Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Check to verify your business as an Equal Opportunity Employer.  
 yes     no    Would you like to participate in our annual job fair?

**All of the above information will be used to create a vacancy announcement that will be posted and distributed for review by Southern Crescent Technical College students/graduates/alumni. The Job Order will be posted for 30 days or until we are notified that the position is no longer open.**

APPLICATION INFO