

Job Fill Request Form

Employer Name:					
<u>JOB INFORMATION</u>					
Job Title:		Employment Status: (Select one)	Full-Time Part-Time		
Job Location:		How many openings?			
Job Type: (Select one)	Permanent Fellowship Opportunity Paid Internship accepting College Graduates		Job Description:	Send job description, along with completed form.	
Job Function:	(Check all fields that apply)				
	Accounting	Actuary	Administration	Advertising/Media/PR	Architecture/Planning
	Business Development	Community & Social Services	Construction/Contracting	Consulting	Customer/Technical Support
	Data/Analytics	Design/Art	Education/Teaching/ Training	Engineering- Civil/Management & Other	Engineering-Web/Software
	Entrepreneurship	Environmental/ Sustainability Management	Finance	Fundraising & Event Management	General Management
	Health Services	Hotel/Restaurant/ Hospitality	Human Resources	Information Technology	Lab Work/Science
	Legal	Library Science	Logistics & Supply Chain	Maintenance/ Skilled Laborer	Marketing-Brand Management
	Marketing-General	Operations/Production	Other	Political Organizing/ Lobbying	Product/ Project Management
	Purchasing	Quality Assurance	Real Estate	Recreation/Fitness	Research
	Sales	Transportation/Parking	Veterinary/Animal Care	Writing/Editing	
Salary:	\$ ____ hourly \$ ____ yearly				
Eligibility for International students (non-US citizens or permanent residents)					
Would your organization be willing to sponsor a work visa for the right candidate?	Yes No Not Sure		Would your organization be willing to hire candidates that are temporarily authorized to work for a defined period in their field of study?	Select One: Yes No Not Sure	
REQUIRED APPLICANT DOCUMENTS: (Check all that apply)	Resume Cover Letter Transcript Other e.g. work sample, course schedule or other misc documents:		Minimum GPA:		
The Employer Representative to attend Skidmore Recruitment Day (if different then primary contact):					
First Name:			Last Name:		
Title:			Business Phone:		
Email address:			Business Fax:		