

**Chandler-Gilbert Community College
Career and Placement Services
2626 E. Pecos Road
Chandler, AZ 85225
Phone: 480-857-5211
Fax: 480.857.5212**

On-Campus Recruitment Form for Pecos Campus

Map: <http://www.cgc.maricopa.edu/maps/>

Thank you for your interest in recruiting Chandler-Gilbert Community College students! We look forward to helping you find qualified candidates for your positions! Please let us know in advance what date(s) you are requesting so we may have a table and chairs available for your visit.

Our job fair will be held on Thursday, February 12, 2009 from 10:00am-1:00pm. Please let us know if you wish to reserve a table at the event. For this reason, no on-campus recruitment can be reserved from the start of Spring semester (January) until March 1. We welcome you to attend our job fair. Please register at www.cgc.edu/careers. Click on employer resources for more information.

In order to reach the greatest number of students, we suggest a two day format. Our daytime students typically have the same classes on Monday and Wednesday and the same on Tuesday and Thursday. We suggest recruiting on either a Monday or Wednesday AND on a Tuesday or Thursday. The best time to come in between 9:00am and 1:00pm.

If you are looking to reach our evening students for first shift positions, the best time to come is Monday-Thursday from 4:00pm - 7:00pm. Looking forward to hearing from on the dates and times that work best for you.

Please fax back this form. We will send an approval confirmation. Only approved companies have permission to recruit on campus. We would like to provide your company with one table and two chairs for your display; if you have any other unique requests please call us. **You must check into the Career and Placement Services Office in SC 159 prior to set up.**

Company Name: _____

Contact Name: _____ Contact Email: _____

Phone Number: _____ Fax Number: _____

Company Address: _____

Positions to be recruited: _____

Date(s) for recruitment: _____ Time: _____ to _____

Requirements:

On-campus recruitment is for employers who can guarantee at least an hourly wage that complies with the Arizona's Laws for minimum wage (\$6.75 an hour). Recruiting for business opportunities that cannot make this guarantee or other ventures that require an initial investment are not allowed on this campus. Volunteer or unpaid internships require additional paperwork and must be completed by both the company and the student.

Permission to be on campus is for employment recruitment purposes only. Selling of product or collecting of information such as for credit card applications is prohibited. Recruiters may recruit on-campus no more than two times per semester.

I certify that I will abide by the requirements listed above and that I am an official representative of the above-mentioned company.

Signature: _____

Approval Stamp
For office use only.

Note: This form must be completed and returned no later than three days prior to the recruitment event.