



TechConnect Job Posting Form

Return form to: **Mid-State Technical College**
Career Services
500 32nd Street North
Wisconsin Rapids, WI 54494
Phone: 715-422-5408 Fax: 715-422-5440
E-mail: careerservices@mstc.edu

JOB TITLE _____ **DATE** _____

Employer _____
Street Address _____ **P. O. Box** _____
City _____ **State** _____ **Zip-Code** _____

Contact _____ **Title** _____
Phone# _____ **Fax#** _____ **E-mail** _____
Web Address / Home Page: _____

Hours Per Week: _____
Full Time: _____
Part Time: _____
Pay Range-Low: _____
Pay Range-Top: _____
Deadline: _____

HOW TO APPLY:
 Phone Employer
 Mail Cover Letter/Resume
 Complete Application
 Mail, Fax, or E-mail Cover Letter, Resume, References, and Transcript
 In Person
 Any of the above methods
 Other: _____

SHIFT: _____

DURATION: _____

DUTIES: _____

QUALIFICATIONS: _____

OTHER SPECIAL REQUIREMENTS/QUALIFICATIONS (typing, licensing, etc.): _____

BENEFITS: -Life -Health -Dental -Retirement -Vacation -Other
Describe or list additional benefits: _____

FOR ALL EMPLOYMENT AGENCIES: To avoid duplication of job order entry, please provide the **NAME** and **LOCATION** of the company for which you are recruiting. (This must be completed **BEFORE** we will list your job order. All information is kept confidential and is only used to ensure that job order information is not duplicated in our system.)