UNIVERSITY of HAWAI'I®
MAUI COMMUNITY COLLEGE

JOB ORDER FORM

Cooperative Education & Workforce Readiness Center

(* = required information)

Email this completed form to: revilla@hawaii.edu. You may also fax it to (808) 244-3228. Recruitment flyers or detailed job descriptions may be attached. Thank you.	***(For Official Use Only)*** **JOB NO:**

***Job Title:**	***Job Location:**

***Job Summary: (*List duties, tools used, any lifting requirements & other responsibilities.*)**

***Minimum Qualifications: (*i.e. Driver's License, computer skills, cashiering, sales*)**

***Number of Openings:**	***Pay Rate** Per: Hour	
***Duration:** □Permanent Temporary Dates (mm/dd/yy): to:	***Hours Per Week:**	
	***Work Schedule:**	
***Company Name:**	***Address:**	
***Contact Person:**	***Phone:**	***Fax:**
***Title**	***Email:**	

Instructions and other requests:

- □ Apply in person / Fill out Application □ Call for appointment
- □ Submit resume & cover letter □in person □mail □fax □e-mail
- □ MCC Job Placement Office may list detailed job order on MCC Web Site **(www.hawaii.edu/maui/coop/)**
- □ Interested in participating in on-campus Job Fair
- □ Employment or Job Shadow for high school student (16-18 yrs old)
- □ Other (specify):

***PREPARED AND SUBMITTED BY:**	***DATE:**

FOR COOPERATIVE EDUCATION OFFICE ONLY:

Request Received (date): Request Reviewed and Approved (date):
Referrals (student / date): Re-opened (date):
Closed (student / date): Staff Initial:

(After **30days**, the Job Order will be deactivated. E-mail or call if you wish the Job Order to remain active for an additional 30 days. **Please call when the position has been filled.**)

Mahalo for using the services of the
MCC Cooperative Education and Workforce Readiness Center
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Phone: (808) 984-3239, Fax: (808) 244-3228
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