

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

www.uncp.edu/career ♦ career@uncp.edu ♦ (910) 521-6270

Chavis University Center, Suite 210

THIRD-PARTY RECRUITER REGISTRATION AND JOB VACANCY LISTING FORM

This form must be completed in full and signed by any third-party recruiter that wishes to publicize job vacancies to UNC Pembroke students and alumni. One form must be completed for each position vacancy.

Recruiter Information

Organization Name:				
Mailing Address:				
Contact Person:		Contact Person's Title:		
Phone:		FAX:		
E-Mail Address:				
Web Site URL:				
Type of Organization:	Employment Agency	Search Firm	Temporary Agency	Other: _____
Company Description:				

Job Listing Information

Type of position:	Full-time	Part-Time	Seasonal	Temporary	Internship
Position Title:					
Position Description:					
Position Location:					
Majors Desired:					
Degree Required:					
Preferred Graduation Date:			Minimum GPA:		
Salary:			Application Deadline:		

Required Confidential Contact Information of Client(s)

Company Name:				
Mailing Address:				
Contact Person:		Contact Person's Title:		
Phone:		FAX:		
E-Mail Address:				
Company Description:				

♦♦ Signature required for processing of this job vacancy ♦♦

I understand and agree to the conditions detailed in The University of North Carolina at Pembroke Career Center *Guidelines for Third-Party Recruiters*. The information provided on this form is true and accurate to the best of my knowledge. I understand that failure to comply with these guidelines will result in suspension of recruiting privileges at UNC Pembroke.

Signature: _____ Date: _____