

**Saint Mary's College of California
On-Campus Recruiting
Registration Form**

Welcome and thank you for including Saint Mary's College of California in your recruiting plans. We look forward to working with you. **You will be notified as to whether we will be able to accommodate your request.** Please mail or fax your completed form to the following address:

Patty Bishop
Career Development Center
Saint Mary's College of California
P. O. Box 3421
Moraga, CA 94575-3421
Fax: 925.631.0502

Early submission is advised since reservations are on a first-come, first-served basis. Due to the Saint Mary's College of California policy on equal employment we do not permit pre-selects. You may, however, indicate your preference as to the major and degree you are seeking for a particular position.

Be sure to indicate your organization's information in the appropriate fields. You may want to print out a copy of your recruitment request for your files prior to submitting the request. This can often be helpful later on during the recruiting year. **Please print legibly.**

If you have any questions, please contact:

Patty Bishop
Employer Relations Manager
Career Development Center
Telephone: 925.631.4793
pbishop@stmarys-ca.edu

Organization Information

Organization Name: _____

Please choose the industry that represents your entire business, not the position you are recruiting for, i.e. banking.

Type of Organization: _____

Brief Description of Organization:

(ie: when it was founded, how many locations, number of employees, etc.)

Employment Eligibility Requirements

Employers who recruit at Saint Mary's College of California must adhere to the Equal Employment Opportunity guidelines, offering employment without regard to race, color, religion, sex, national origin or age and provide equal employment opportunity to handicapped individuals and disabled veterans. The Career Development Center will publish your eligibility requirements as indicated below. This is a required field.

We will interview:

- all interested students including International students.
- all interested students who are authorized to work in the U.S. on a full-time permanent basis.
- U.S. citizens only.

Select the interview length you would prefer:

- 20 minute = 21 interviews per schedule
- 30 minute = 13 interviews per schedule
- 45minute = 9 interviews per schedule

Job Description #1:

Job Title: _____

Job Location: _____

Preferred Major(s): _____

Degree Sought: _____

Job Description/Qualifications: _____

Benefits: _____

Compensation or Salary Range: _____

Job Description #2: (if applicable)

Job Title: _____

Job Location: _____

Preferred Major(s): _____

Degree Sought: _____

Job Description/Qualifications: _____

Benefits: _____

Compensation or Salary Range: _____

Contact Information

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone*: _____ Ext. _____ Fax*: _____

*Note: Please use format 111.222.3333 for your phone/fax number

Email: _____

Website: _____

If the person you will be sending to campus is different from the contact information above, please enter in the fields below:

___ Do not know at this time, will supply later.

Name: _____ Phone: _____ Ext. _____

Email: _____

Recruitment Dates:

Fall Semester - Accounting and CPA firms only

Dates: October 13, 2008 - October 31, 2008

Spring Semester - All Organizations

Dates: March 2-20 and March 30-April 2, 2009

Dates Requested:

1st Choice: _____ 2nd Choice: _____

Please note recruitment dates above.