

# On Campus Recruitment Registration Form



FEE: \$75.00

COMPANY NAME	COMPANY ADDRESS
CONTACT NAME	ARE YOU AN ALUM?
DESCRIPTION OF COMPANY	COMPANY ADDRESS 2
	CITY
	STATE
	ZIP
	PHONE NUMBER
	EMAIL
	WEBSITE
	DATE OF REQUEST
	SECOND CHOICE

(Reserved time will be from 11:00 a.m. – 1:00 p.m., unless agreed upon)

## Available Positions

JOB TITLE	# OPENINGS	PT/FT/INT	SALARY	DESIRED MAJOR

DESCRIPTION OF POSITION(S)	PAID POSITION?
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**Table size will be between 6–8 feet; Do you need a tablecloth?**     Yes     No

Two chairs will be provided. If you need more, please let us know.

**Do you require electric for your display?**     Yes     No

**We will reserve a parking spot for you based on availability.**

**Please provide name and contact information of recruiter that will be here:**

NAME OF RECRUITER	MOBILE NUMBER	E-MAIL
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**Check the location you would like:**     Uno Lounge     Tower Hall     Library     St. Clare     St. Bonaventure

**As a recruiter of University of St. Francis students and alumni, I agree to the following:**

University of St. Francis makes no representation regarding the qualifications and/or eligibility to work off-campus of any students or employee and assumes no liability on their behalf.

It is the responsibility of the employer and the students to make mutual agreements regarding wages, hours, transportation, and payment of any and all employment taxes if applicable. Furthermore, I, the employer, will maintain recruitment, selection, and hiring process that meet Equal Employment Opportunity standards.

Student information will be used for my organization's hiring purposes ONLY. I will not share or refer student resumes to anyone outside my organization without written consent of the student or alumnus.

I understand that future On-Campus Recruitment priority will be assigned to employers who provide placement feedback to the University of St. Francis campus by returning the Employer On-Campus Recruitment Follow-Up form within 30 to 45 days after the recruitment event.

University of St. Francis employs a **No Solicitation Policy**, which means flyers/poster/cards are not permitted to be hung or distributed anywhere on campus without prior approval of the Student Employment Services Office. Non-compliance with this agreement may result in denial of future access to on-campus recruitment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**Office Use Only**

\_\_\_\_\_  
REVIEWED BY

\_\_\_\_\_  
DATE (mm-dd-yyyy)

Approved as requested     Approved with modifications     Logistics arranged     Confirmation sent

