

University of Akron
The Office of Student Financial Aid & Student Employment
Akron OH 44325-6211
(330) 972-7405 Fax: (330) 972-7139

Off Campus Job Opening Form

The business interested in hiring a student should complete this form and return it to the above address or fax number. Please feel free to photocopy this form for future use.

Date: _____ **Number Of Students Needed:** _____

Job title: _____ **Company:** _____

Address: _____

Phone: _____ **Calls: (Circle one) YES NO**

Job Description: _____

Desired Skills & Qualifications: _____

Other Information: _____

Pay Rate: _____ **Hours/week:** _____

Days (Circle) M T W H F Sa Su Flexible Time (Circle): Mornings Afternoons Evenings Nights

Contact Person(s): _____ **Phone:** _____

Signature of Requesting Person: _____

Office Use Only:

Date Rec'd: _____ **Taken By:** _____

Date Entered: _____ **Entered By:** _____

Referrals (Circle) Yes No