

# East Los Angeles College



## FORM A: EMPLOYER ON-CAMPUS RECRUITMENT REQUEST

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Company Name /Organization Department

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Contact Name Title

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Address of Company City Zip Code

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Phone # Mobile #

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Email address Today's Date

**Employer on-campus recruitment** is available two days per month per company. *Please allow THREE WEEKS to process your reservation request.* Email your completed request to [elac-elac\\_careeremployer@laccd.edu](mailto:elac-elac_careeremployer@laccd.edu). We will confirm your recruitment day and time via email. One table and two chairs will be provided.

**Please list requested days and times in the order of your preference.**

	Recruitment Date(s)	Day of Week	Time of Day	Recruiter's Name	Office Use Only
1					
2					
3					
4					

**Recruitment hours are on Monday – Thursday: 8:00am-7:00pm and Friday: 8:00am-4:00pm**

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Type of Company

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Positions Recruiting for

***We keep track of student hires for statistical reports and funding purposes. If your company/organization hires any ELAC students, you are required to complete the Student Hire Report (Form C). Your signature below indicates you have read this statement and agree to provide the requested information.***

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Signature Name Job Title

For further details, please refer to the Job Posting Policies.  
 Visit us at [career.elac.edu](http://career.elac.edu) to access information about our programs and services.  
 Contact Career & Job Services at 323-415-4126 or email us at [elac-elac\\_careeremployer@laccd.edu](mailto:elac-elac_careeremployer@laccd.edu) with any questions or  
 Thank you.