

East Los Angeles College



FORM B: INTERVIEW ROOM RESERVATION REQUEST

Company Name /Organization _____ Department _____

Contact Name _____ Title _____

Address of Company _____ City _____ Zip Code _____

Phone # _____ Mobile # _____

Email address _____ Today's Date _____

Reservations may only be scheduled within our business hours. Operational hours are Monday to Thursday from 8:00 AM to 7:00 PM and Friday 8:00 AM – 12:00 PM. We will confirm your interview room reservation request via email.

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

	Interview Date(s)	Time of Day	Interview Type (Group, Individual etc.)	Interviewer(s) Name	Office Use Only
1					
2					
3					
4					

Type of Company _____

Positions Interviewing for _____

The center keeps track of student hires for statistical reports and funding purposes. If your company 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.**

Signature _____ Name _____ Job Title _____

For further details, please refer to the Job Posting Policies.

Visit us at 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 with any questions or

Thank you.