BELLEVUE UNIVERSITY
EMPLOYER ON-CAMPUS RECRUITING REGISTRATION

Employer Information
Name of Organization: _________________________________________________________
Nature of Business: ____________________________
Contact Person: ______________________________________________________________
Company Address: ____________________________________________________________
City/State/Zip: _______________________________________________________________
Phone: ________________ Fax: _______________ Email: _________________________
Interviewer(s)/Job Title(s): ______________________________________________________

Scheduling Information
Interview Date(s): ____________________________________________________________
Start Time: __________________________ Length of Interview: ________________________
Desired Number of Interviews: ________ No. of Interviewers: ________________________
Lunch Break: ___________________ Other Breaks: _________________________________
Prescreen Applicants: ___yes ___no If yes, Date Materials Needed: ____________________
Candidate Materials Needed: ___ resume ___transcript ___cover letter
Type of Candidate(s):  __current seniors  __recent grads  __alumni  __intern candidates
Type of Position(s):  __FT  __PT  __Internship  __Summer  __Temp
Special Arrangements Needed: __________________________________________________

Position Information
Job Title: ___________________________________________________________________
(please attach job description or provide details on the back of this form)
Degree(s)/Major(s) Desired: _____________________________________________________
Employment Location: _________________________________________________________
Salary Range: _______________________________________________________________
Qualifications: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

We affirm that we are an equal opportunity employer, offering employment without regard to race, color, sex, age, religion, national origin, disability, veteran status or any other factor prohibited by law.

Signature _________________________________ Title _________________________________
Company ___________________________________________ Date ____________________

PLEASE RETURN COMPLETED FORM TO: Kim Whiteside
Kim Whiteside
Career Services
1000 Galvin Road South
Bellevue NE 68005
Phone: (402) 557-7024 Fax: (402) 557-5438
kim.whiteside@bellevue.edu