JOB ORDER FORM
11110 Alondra Blvd., Norwalk, CA 90650 Phone: (562) 860-2451, Ext. 2366
Please return completed job order to Job Placement
Website: www.cerritos.edu/career-services/job-placement

EMPLOYER: Norm Reeves Ford
CONTACT PERSON: Maria Olivares
ADDRESS/CITY/ZIP: 17720 Studebaker Rd., Cerritos
WEBSITE: Normreevesford.com
EMAIL: molivares@thercargroup.com
PHONE #: (562) 405-3710
FAX #: (562) 809-8794

HOW TO APPLY/CONTACT: Email Maria: molivares@thercargroup.com

JOB TITLE: Parts Driver
LOCATION OF JOB: Cerritos Auto Square

QUALIFICATIONS:
- Must have a valid California driver's license with a good driving record

DUTIES:
- Deliver, pick up parts, provide customer service to vendors and customers, as well as help with miscellaneous duties in parts department.

TYPE: □ PART-TIME ☑ FULL-TIME
□ JOB LISTING ☑ INTERNSHIP LISTING

Ongoing Job Listing: Yes ☑ No ☐ Closing Date: 9/30/15

HOURS/DAYS: M-Sat varied
NUMBER OF POSITIONS: 1

PAY/SALARY RATE: $10.00/HOUR OR MONTHLY PAY $

The CARR Group hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, gender, sexual orientation, national origin, or age and provides Equal Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era.

By signing this Job Order Form, The CARR Group (Company Name) hereby affirms that it complies with all applicable state and federal employment regulations as mandated by law.

Signature of person completing this statement: Maria Olivares
Print Name: 8/28/15

Please Note:
- Your job listing will be posted in employment binders on the Job Placement counter for student’s review. This is a free job listing for a period of four weeks unless extension is requested at the end of the four weeks.
- The Job Placement Office reserves the right to refuse/decline the posting of your job listing.
- STUDENTS: We make no representations or guarantees about positions posted by this office and are not responsible for safety, wages, working conditions, or any other aspect of off-campus employment. Students are urged to perform due diligence in researching employers when applying for or accepting an off-campus employment position.

THANK YOU FOR POSTING YOUR JOB OPENING WITH CERRITOS COLLEGE