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

EMPLOYER: ABC Printing
CONTACT PERSON: Laura Chang
ADDRESS/CITY/ZIP: 1823 South St., Cerritos, Ca 90703
WEBSITE: N/A
EMAIL: abcprint562@gmail.com
PHONE #: 562-403-3733
FAX#: 562-403-3732

HOW TO APPLY/CONTACT: In person

JOB TITLE: 
LOCATION OF JOB: Cerritos/Paramount

QUALIFICATIONS:
- Basic Computer Knowledge
- Basic Graphic Design Skill (AI, Photoshop) Is plus, not required

DUTIES:
- Customer Service
- Clerical Filing
- Basic Graphic Design (if desired)
- Pre-press (if desired)

TYPE: ☐ PART-TIME  ☑ FULL-TIME  ☐ JOB LISTING  ☑ INTERNSHIP LISTING
Ongoing Job Listing: Yes [☑] No ☐ Closing Date: N/A
HOURS/DAYS: Negotiable
NUMBER OF POSITIONS: 2-4
PAY/SALARY RATE: $N/A/HOUR OR MONTHLY PAY $ N/A

ABC Printing 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, (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: [Signature]
Print Name: [Print Name]
Date: [Date]

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 an off-campus employment position.

THANK YOU FOR POSTING YOUR JOB OPENING WITH CERRITOS COLLEGE.

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DO NOT REMOVE, ASK FOR A COPY