



# NGTC Job Posting Information Form

**(\*\*Starred Items are required – other items are optional)**

Company Name\*\* \_\_\_\_\_

Job Location\*\* \_\_\_\_\_  
City in which the Job is located \_\_\_\_\_ State in which the Job is located \_\_\_\_\_

Job Title\*\* \_\_\_\_\_ Salary or Range \_\_\_\_\_

Job Type  Full time  Part time  Temporary contract

Brief Description of Duties\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education or Experience Requirements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Procedure for Applicants\*\* Please complete **both** the preferred application method and company contact information **\*\*See Note Below**  
 phone for interview  fax or email resume  apply online  
Preferred Method\*\*  apply in person (please provide physical address)

Company Contact Info \*\* Contact Name\*\* \_\_\_\_\_

\_\_\_\_\_ Phone\*\* \_\_\_\_\_ Fax \_\_\_\_\_ Email (Web Address for applying online) \_\_\_\_\_

**\*\*NOTE: Employers may request that the Company Contact Info not be posted, but this information is needed for NGTC's contact purposes should additional information be necessary**

Your assistance is greatly appreciated. If you have questions or requests contact:  
Daniel Gregg, Career Development Services Director; or the Career Development Services Assistant

**Phone: 706-754-7728 / 706-754-7825      Email: [cdc@northgatech.edu](mailto:cdc@northgatech.edu)**  
**Fax: 706-754-7777 (Attention: Career Development Services)**

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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