

Employer Recruitment Table Request Form



Please complete **one Request Form per each day needed**.
Once completed, email back to careerservices@swic.edu
Date Submitted:

Employer Information

Employer Name:

Employer Address:

Recruiter Name(s):

Contact Phone Number(s):

Contact Email(s):

Table Preferences

Location:

Belleville Campus 2500 Carlyle Ave Belleville, IL 62221	Granite City Campus 4950 Maryville Rd Granite City, IL 62040	East St. Louis Campus 601 James R. Thompson Blvd East St Louis, IL 62201	Red Bud Campus 500 W S 4th St Red Bud, IL 62278
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Date of Event:

- Please provide first date of choice.
- Please provide alternate date in case first date of choice is not available.

Time: *Recruiter does not need to occupy table for entire duration*

8am - 12pm 12pm - 4pm Entire day 8am - 4pm

Table(s) Needed:

None 1 2 3

Chair(s) Needed:

None 1 2 3 4 5 6

Electrical Outlets: *Will the table need to be set up near electrical outlets?*

Yes No

If you would like us to post any of your open positions, please send that information to Career Services to careerservices@swic.edu or call us at 618-222-5562 for questions.

We encourage you to register on CollegeCentral.com/swic where you can post jobs, search resumes, and ultimately find the perfect employee!

Career Service Staff who received request:

Date received request: