

## Employer Recruitment Table Request Form



*Please complete **one Request Form per each day needed.***

*Once completed, email back to [careerservices@swic.edu](mailto: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

#### Date of Event:

1. Please provide first date of choice.
2. 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](mailto:careerservices@swic.edu) or call us at 618-222-5562 for questions.*

*We encourage you to register on [CollegeCentral.com/swic](http://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:*