

**The University of Toledo  
Career Services**

Phone: 419.530.4341

FAX: 419.530.4013



## Internship Posting Form

*Please fax completed form to 419.530.4013.*

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Do NOT post phone/fax.

**E-mail Address:** \_\_\_\_\_ **Web Site:** \_\_\_\_\_

Do NOT post e-mail.

**Job Title:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_ **Number of Openings:** \_\_\_\_\_

**Hourly Pay:** \_\_\_\_\_ **Work Hours:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Job Description/Duties:** \_\_\_\_\_

**Major(s) Preferred or Required:** \_\_\_\_\_

**Qualifications:** \_\_\_\_\_

**Application Deadline:** \_\_\_\_\_

Positions are advertised for four weeks, unless indicated.

**Application Method:** In Person \_\_\_\_\_

Phone for Appt. \_\_\_\_\_ Send Resume \_\_\_\_\_

Fax Resume \_\_\_\_\_ E-Mail Resume \_\_\_\_\_

Career Services does not screen candidates or verify the information that they provide. Career Services reserves the right to decide whether a position should be posted through its services to The University community.

*The University of Toledo is committed to a policy of equal opportunity in education, employment, membership and contracts and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veteran status, and/or the presence of a disability. The University will take affirmative action as required by federal or state law.*