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**JOB ANNOUNCEMENT FORM**

STUDENT EMPLOYMENT SERVICES

55 Monument Square Suite 700

Indianapolis, Indiana 46204

Phone: 317-983-4675

[www.legalassistantsofamerica.com](http://www.legalassistantsofamerica.com)

REQUIRED FIELDS ARE MARKED WITH AN ASTERISK\*

**EMPLOYER INFORMATION**

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| --- |
| \*EMPLOYER NAME: |
| \*MAIN PHONE NUMBER: |
| \*ADDRESS: |
| \*CITY, STATE, ZIP: |
| \*CONTACT PERSON: |
| WEB ADDRESS: |

**EMPLOYEMENT INFORMATION**

|  |
| --- |
| \*JOB TITLE: |
| \*HOURS PER WEEK: |
| \*PAY RATE: |
| \*HOW TO APPLY:  In Person Call Email Mail |
| JOB ADDRESS (If different than employer address): |
| \*JOB DESCRIPTION: |
| \*QUALIFICATIONS: |
| \*CLASSIFICATION  In-Office Employment Virtual Employment |
| \*APPLICATION DEADLINE: |