

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: For East St. Louis Campus, please allow at least 2 weeks from date submitted.

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: Dates must be at least 5 business days from date submitted.

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 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: