



Career Services Intake Form

Thank you for your interest in career services through James Madison University's **C3 - Career, Community, Connection** program. Human Resources provides assistance and support to dual career families during their transition to the Shenandoah Valley.

Please complete this form, attach your current resume/curriculum vitae, and submit.

Today's Date:

Person Being Recruited or Employed by JMU:

Name:

Department Recruiting/Employing You:

Position Title:

Hiring Status:

Date Hired/Expected Date of Hire (month/year)

Spouse/Partner Information

Contact Information

Name:

Phone Number:

E-mail:

About Your Job Search

Are You Authorized to Work in the United States?

Job Preferences: (check all that apply)

- Full-time
- Part-time
- JMU only
- Other university/college
- Instructional faculty
- Non-academic position
- Local employer (0-20 miles)
- Regional employer (20+ miles)
- Other

When do you intend to begin your job search?

When would you be available to begin employment? (month/year)

What job title(s) describe the types of positions you are most interested in finding?

Are there companies/institutions in the area for whom you are particularly interested in working for?

If you were to market yourself in a few sentences, what would you say?

Permission:

You have permission to forward my resume/CV/self-summary to potential employers/community contacts.

You do not have my permission to forward my resume/CV/self-summary

Expectation of Services:

Job search assistance

Resume assistance

Interview Preparation

Networking Opportunities

Community Information

Do you have any additional information you would like to provide to us at this time?

Questions? Please contact Alicia Proctor, Recruitment Specialist at proctoan@jmu.edu or 540-568-7203

While the C3 program provides invaluable support in job search efforts, the university cannot guarantee job placement for family members at JMU or in the local community. The success and length of a job search will depend upon several factors including: economic conditions, candidate's background, the time and methods dedicated to the search, and the type of position sought.