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**Job Posting Request Form**

Complete this form to provide details for placing a classified job posting on the SCOTA website. The form will be used to add your posting to the website once payment has been received.

**Organization Name:**  Click or tap here to enter text.

**Job Title:**  Click or tap here to enter text.

**Job Description:** Click or tap here to enter text. (Enter the details of the job and the company. Be descriptive. This is the “body” of the advertisement.)

**Location(s):** Click or tap here to enter text. (Enter the location-city, facility, etc. of the job. If multiple locations, be sure to list them all.)

**Contact Information:**  Click or tap here to enter text. (Enter the name, email address, phone, fax, etc. to be used by the applicant to apply for the job.)

**Advertise Through Date:** Click or tap to enter a date. (Enter the date through which the ad should be visible on the website. See the fee schedule for pricing on various durations.)

**Employer Contact Information:** Click or tap here to enter text. (Enter the contact information for the person responsible for the placement and payment for this ad.)

**Email this form to:** adminscota@gmail.com **and request an invoice to pay online**

**Or mail with your payment to:**

SCOTA Administration

12 Peach Blossom Court

Greer, SC 29650