

MAPA Website Job Posting Form

Questions?, please contact Hannah Dingwell at 517-336-5778

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Guidelines for Job Posting Requests

1. Requests for a website job posting must be submitted using this form.
2. **There will be a \$75 fee for one month of having your job posted on the www.michiganpa.org website. Even if the position is filled sooner than a month & you wish the posting to be removed from the website, a minimum fee of \$75 will still be applied. You must call us if you wish your posting to be removed prior to the one month time period. If you wish to extend your posting, the price will be reduced to \$50 for each additional month or fraction thereof. You must call us to notify us of the extension.**
3. You must allow at least five business days for your posting to be up on the website. (most likely sooner)

Date of Request: _____

Company/Hospital/Institution Name: _____

Name of Individual Submitting Request : _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Email: _____

Are you (please check one of the following):

Employment Agency Recruiter Office Manager Physician Physician Assistant

Other: please specify: _____

If there is a lot of text, please email the text to hdingwell@msms.org with the subject "see email for text" & write "see email for text" below.

Please write (type) exactly how you would like the posting to read: _____

**Please make sure you have included how they would like you to contact you or get their resumes to you!*

PAYMENT INFORMATION – PAYMENT MUST BE RECEIVED BEFORE JOB WILL BE POSTED!

Posting Fee: \$75 (minimum) – will be posted for one month

TOTAL CHARGE: \$ _____

Type of payment: Credit Card Check – must be received with this form before can be posted.

Visa MasterCard Discover American Express

Credit Card Number _____ Exp. Date _____

Name on Credit Card _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Signature for Authorization _____