



Employer Event Registration Application

Event Title:

Event Date:

Company Name:

Contact Name:

Telephone:

Fax:

Email:

Positions Available:

Special Needs (i.e. electrical connections):

You MUST receive email or fax confirmation from Workforce to participate in recruiting events.

Representative Signature

Event Title	Date
Tentative Events	
Citrus County Mature Worker Job Fair CFCC-Lecanto	April 11, 2007
Levy County Mature Worker Job Fair CFCC-Chiefland	April 12, 2007
Citrus County Job Fair Citrus County Chronicle, Crystal River \$200 registration fee	May 15, 2007

How do I sign up for an event?

Simply submit this registration form via fax 352-873-7907, complete it on-line in the calendar section of www.clmworkforce.com or mail to: One Stop Workforce Connection, Enterprise Center, 3003 SW College Rd, Suite #107, Ocala, FL 34474, at least seven (7) days prior to the scheduled event.

When completing the registration form, please list all job openings your company wants to fill during the event. To increase career seeker interest, please provide all employment opportunities currently available within your company. By providing accurate information, participating companies help effectively promote the recruiting event.

If you wish to have another organization or firm represent you during the event, please designate this entity on your registration form.

Once your registration form has been processed, the event coordinator will send you a confirmation packet including a confirmation letter and procedures for the event.

In special instances, a registration fee may apply. You will be notified of any cost during the registration process.

How does Workforce select participating companies?

The event coordinator bases selection for an industry-specific event on the following criteria:

- Your company has a Standard Industrial Classification (SIC) that falls within that of any industry-specific event.
- *You are recruiting for legitimate employment opportunities.*
- You will help us by providing a hiring report of placements.
- You notify Workforce if you have a conflict and you do not have a pattern of cancellations or no-shows for previous events.
- First-come, first-serve basis depending on space availability.

What should I do if I can't make it to the recruiting event?

We understand that cancellations due to business situations will occur. If you need to cancel, please notify the event coordinator at least three days prior to the job fair.

We aim to please both you and the career seeker.

Workforce publicizes events community-wide. It is our goal to offer bona fide opportunities to career seekers.

Workforce strives to maintain a professional atmosphere for career seekers and employers. While participating in a recruiting event, you are asked to maintain the highest sense of decorum. Business solicitation of other employers is not appropriate at any time. Kindly show respect for your company and other recruiters.

If you have questions or comments regarding an event, speak directly to the event coordinator. We are here to assist you.

What else do I need to know?

In order to maintain a professional environment and manage customer flow, a two-recruiter per table limit has been established. If you need to bring more than two recruiters, we ask you to notify the event coordinator in advance at 352-873-7950.

A company representative must be present for the duration of the publicized event time.

At the end of the job fair, please return all paperwork, such as sign-in sheets, to the event coordinator.

Help us continue to provide excellent service by submitting a hiring report of placements resulting from your participation in the job fair.