

EAST TEXAS JOB FAIRS - EMPLOYER REGISTRATION FORM

Please note: You may register online by going to <http://www.easttexasjobfairs.com>

Company: _____

If different than above, indicate name for booth sign: _____

Contact Person: _____ Number of Staff Attending: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Your Email Address: _____ Web Site: _____

Check the Job Fair(s) in Which You Wish to Exhibit

<input type="checkbox"/> Tyler Veterans Focused Job Fair	Tuesday November 10, 2009 9:00 am to 12:00 pm	Tyler Workforce	<input type="checkbox"/> Electric needed
<input type="checkbox"/> Longview Veterans Focused Fair	Thursday, November 12, 2009 9:00 am to 12:00 pm	Longview Workforce	<input type="checkbox"/> Electric needed

Please Check All Positions in Which You Plan to Hire:

PROFESSIONAL

- Accountant/Tax Preparer
- Banker/Loan Officer
- Database Administrator
- Engineer
- Instructor/Teacher
- Insurance Worker
- Legal/Paralegal
- Programmer/ Systems Analyst
- Technician
- Web/Graphic Design
- Human Resources

HEALTHCARE

- Counselor/Residential
- Mental Health Worker/Aide
- Nurse, LPN
- Nurse, RN
- CNA/Health Aide
- Human Services Worker
- Social Worker
- Therapist
- Lab Technician

SALES & MARKETING

- Cashier
- Financial Sales/Planner/Advisor
- Management Trainee-Business
- Management Trainee-Retail
- Marketing/Sales Representative
- Sales Manager/Retail
- Sales Associate/Retail

ADMINISTRATIVE SUPPORT

- Administrative Assistant
- Bank Teller
- Billing/Collections Clerk
- Bookkeeper/Payroll
- General Office
- Receptionist/Information Clerk
- Customer Service Representative

SERVICE

- Child Care Worker
- Food Service Manager Trainee
- Food Service Worker
- Janitors and Cleaners
- Law Enforcement Officer
- Security/Guard Protective Service
- Real Estate Agent

OTHER

- Assembly Worker
- Construction Trades Worker
- Driver
- Machinist, Machine Operator
- Mechanic
- Quality Control Worker
- Shipping & Receiving Clerk
- Warehouse Worker

Other Position(s) not listed: _____

For the most part these positions are: Full Time Part Time Both Full and Part Time

For the most part these positions are: Salaried Commissioned Both Salaried and Commissioned

Are you an educational facility exhibiting only for student enrollment? Yes No

TERMS OF AGREEMENT:

- There must be an employer/employee relationship in all positions for which your company is seeking applicants.
- Your company must have a valid Texas Employer Tax number.
- A company representative must be present one half hour prior to start time, or we cannot guarantee a table.
- **If we do not receive a 48-hour notice of cancellation before the job fair, you will be charged the full registration fee. Call 903-561-8131 to receive a confirmation number.**
- ****PLEASE NOTIFY US IF YOU HAVE A NEED FOR A LARGE DISPLAY AREA** (you will have a 6-8 foot table depending on location) Special Arrangements must be made in advance by e-mail to [Sandy Deveraux-Scott](mailto:Sandy.Deveraux-Scott), or call 903-561-8131 and receive a confirmation number. We will make every effort to accommodate your needs.
- ****YOU ARE REQUIRED TO STAY THROUGH THE FULL PROGRAM!** Job seekers will attend up to the advertised ending time, and it is discourteous if you leave early. So please be considerate and stay for the full event!

THREE WAYS TO REGISTER:

- Visit <http://www.easttexasjobfairs.com/> and register on-line, or
- Fax the completed form to (903) 561-4204 AND CALL 903-561-8131 TO VERIFY its arrival, or
- Mail the completed form to the address listed below.

Space is limited so please register as soon as possible. **YOU ARE NOT REGISTERED UNTIL YOU RECEIVE A CONFIRMATION / INVOICE LETTER.** Your confirmation letter is your invoice. We thank you in advance for your cooperation in the application process. If your billing address is different from company location, please provide us billing information.

PAYMENT:

Checks or money orders should be made payable to **Arbor E&T** and mailed with a copy of the registration application or copy of the Confirmation/Invoice Letter to:

Workforce Solutions East Texas
Attn: Steve Lynch
4100 Troup Highway
Tyler, TX 75703

We cannot accept Credit Card Payments

SUGGESTIONS:

- Come prepared! We have had over 1,000 attendees at some of our job fairs and you don't want to run out of applications, business cards, and other materials.
- Use a flip chart or presentation board to post your job openings and place it where it will be easily seen by attendees. You will save yourself and the jobseeker time if they know the positions that are available. Have plenty of job descriptions printed and ready to hand out.
- If possible, have at least two people working at your booth since our events generally attract a large crowd.
- Make your booth visible! Banners, displays, balloons and promotional materials will draw job seekers attention to your table.
- Arrive early! You may have questions for Workforce Center staff or other recruiters attending the job fair.
- Directions to the fairs are located and can be downloaded from our website at <http://www.easttexasjobfairs.com/>.

QUESTIONS: Call Sandy at (903) 561-8131 or email Sandy.DeverauxScott@twc.state.tx.us