

MIDDLESEX COUNTY CAREER FAIR EMPLOYER REGISTRATION FORM

Wednesday, October 23, 2019 11:00 a.m. – 2:00 p.m.

Red Lion Hotel, 100 Berlin Road, Cromwell, CT

Cost: \$300.00

\$325.00 w/electrical

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
- Human Resources
- Technician
- Web/Graphic Design

ADMINISTRATIVE SUPPORT

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

HEALTHCARE

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

SERVICE

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

SALES & MARKETING

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

OTHER

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

Other _____

For the most part, these positions are: Full Time Part Time Both
For the most part, these positions are: Salaried Commissioned Both
Are you an educational facility exhibiting only for student enrollment? Yes No

Space is limited so please register as soon as possible to reserve a space.

You are not registered until you receive a confirmation letter.

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Please select below:

_____ \$300.00 – Booth cost

_____ \$325.00 w/electrical

Contact Person(s) _____

Company: _____

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

Mailing Address: _____

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

Web site: _____ Email Address: _____

Terms of Agreement on back

****Please remember that you are not registered until you receive a registration confirmation email** We thank you in advance for your cooperation in the application process.**

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 Connecticut Employer Registration 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.**
- **A boxed lunch will be provided for two representatives from each company** registered for the fair.
- **PLEASE NOTIFY US IF YOU HAVE A NEED FOR A LARGE DISPLAY AREA** – (you will be supplied a 6-8 foot table depending on your location). 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. Please be considerate and stay for the full event.

Suggestions:

- **Come prepared!** We have had over 1,500 attendees at some of our job fairs and you don't want to run out of applications, business cards, etc.
- **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 job seeker time if they know the positions you are seeking to fill. Have plenty of job descriptions printed and ready to hand out.
- **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 staff or other recruiters attending the job fair.

Registration & Payment:

Payment is required prior to the date of the fair. We accept Visa, Mastercard, Discover Card or American Express. You may call the Chamber and pay over the phone, 860-347-6924. Checks should be made payable to MCCC and mailed with a copy of the registration application.

Fax, mail or email completed form to: Middlesex County Chamber of Commerce
Attn: Middlesex County Job Fair
393 Main Street, Middletown, CT 06457
danielle@middlesexchamber.com

Phone: 860-347-6924

Fax: 860-346-1043

Questions:

- Contact Danielle Aletta at 860-347-6924 or email: Danielle@middlesexchamber.com

We thank you for your cooperation in the application process and terms of agreement.

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