

# GET JOBS JOB FAIR - APPLICATION FORM

March 25, 2010 at the Eagan Civic Arena in Eagan

Company Name: \_\_\_\_\_  
(As you'd like it to appear on your sign, please print clearly)

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Number of recruiters: \_\_\_\_\_

Website: \_\_\_\_\_ Electricity Needed:  Yes  No  
(If nothing is checked, we will assume No)

How were you referred to us? (check all that apply)

Mail  Email  Webpage  Other: \_\_\_\_\_

Please provide a brief list of the jobs you intend to fill (i.e. job titles, full/part time, temporary/permanent, etc.)

**DATE:** Thursday, March 25, 2010 – apply early – limited booth space

**LOCATION:** Eagan Civic Arena  
3870 Pilot Knob Road • Eagan, MN 55122

**TIME:** 11:00am to 4:30pm

## **\$375.00 standard registration fee for the Job Fair**

You can receive a **\$100 registration discount** by signing up to be a practice interviewer.

Check the appropriate box if you are interested:  Yes  No (If nothing is checked, we will contact you to verify)

To participate, at least two representatives must attend to ensure booth is staffed. Only the first 25 volunteers will be eligible for discount. Representative must be at the designated area on time to provide three 20 minute practice interviews.

### **Early Application Discount!**

You can receive a **\$75 registration discount** if we receive your application by February 17, 2010

### **Payment Information**

Please complete and mail, fax or e-mail this form to us as soon as possible. If accepted, you will receive a confirmation and invoice. Your payment may follow the confirmation. We would like payment by the date of the job fair, unless prior arrangements are made (email Mike at mike.lang@state.mn.us). The \$375 registration fee includes lunch for two people; additional lunches cost \$10 a piece. **We are unable to accept credit cards.**

### **Withdrawal Policy**

If you cancel your registration, you will be responsible for the cost of your booth unless it can be filled.

### **Job Seeker Flyer**

To have your logo on a flyer that is mailed to approximately 20,000 job seekers, send your application no later than Thursday, March 4, 2010. **If you have a preferred logo**, please email it to mike.lang@state.mn.us

### **Please make checks payable to:**

**Department of Employment and Economic Development**

**E-mail, send or fax application & questions to Mike Lang**

Minnesota WorkForce Centers of Dakota & Scott Counties  
2900 County Road 42 West – Suite 140 • Burnsville, MN 55337

E-mail: mike.lang@state.mn.us

Phone: 952-895-7641 Fax: 952-895-7660



**Minnesota Department of Employment and Economic Development**

*An equal opportunity employer and service provider*