



**SALEM STATE COLLEGE
 JOB FAIR -- Monday, March 31, 2008
 O'KEEFE CENTER - 10:30 am – 1:30 pm
REGISTRATION FORM**

Salem State College Job Fair to be held on Monday, March 31, 2008. The event will be held in the O'KEEFE CENTER – ROCKETT ICE / TENNIS ARENA. The doors will open to students and alumni at 10:30 a.m. and the event will end at 1:30 p.m. Check-in time for employers starts 9:30 a.m. to 10:30 a.m. Coffee, tea and muffins will be provided starting at 9:30 a.m., as well as a luncheon buffet at mid-day.

COMPANY NAME _____

Contact Person _____ Title: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Phone Number: _____ Extension: _____ Fax: _____

E-mail Address: _____ Web Address: _____

COMPANY DESCRIPTION: _____

REPRESENTATIVES ATTENDING: \$80.00 for the first company representative and \$10.00 for each additional person registering/attending **PLEASE LIST NAME & TITLE OF EACH PERSON**

1.) _____
 Name Title

3.) _____
 Name Title

2.) _____
 Name Title

4.) _____
 Name Title

In order to better prepare our candidates for a successful job fair experience, we would like to inform them of opportunities available in your organization and preferred major(s). Please provide the following information:

OPPORTUNITIES OFFERED: Tables will be marked to show types of opportunities.

_____ CAREER EMPLOYMENT _____ INTERNSHIPS

Majors _____

Position Title/s: _____

Description/s attached: _____

PLEASE NOTE: Company descriptions and career opportunities will be listed on our website www.salemstate.edu/careersvs/JobFair2008.htm prior to the job fair. Company representative contact information will be listed on website after the event. (continued other side)

REGULAR 6' x 30" TABLE WITH BLUE TABLE CLOTH AND CHAIR WILL BE PROVIDED

_____ Table Display _____ Approximate Size

_____ Floor Display _____ Approximate Size

Additional requests: _____

SALEM STATE COLLEGE REGISTRATION

Registration and payment due by: February 27, 2008 \$80.00= \$ _____

Number of additional attendees _____ x \$10/each = \$ _____

TOTAL PAYMENT \$ _____

PAYMENT METHOD:

_____ Check – payable to Career Services/Salem State College

_____ VISA _____ MasterCard _____ American Express

Name of Card Holder: _____

Credit Card #: _____ 3 dig Security Code: _____ Exp. Date: _____

Signature: _____ Date: _____

PRINT NAME: _____

RETURN FORM WITH PAYMENT TO:

**Salem State College
Career Services
Lisa Morency, Recruiting Coordinator
352 Lafayette Street
Salem, MA 01970-5353**

*If you have any questions, please contact Lisa Morency, Recruiting Coordinator
Phone (978) 542-6407 Fax (978) 542-6145 e-mail: lisa.Morency@salemstate.edu*