



In partnership with



Date: March 5, 2010
From: PA CareerLink® Lehigh Valley
Subject: **LOWER MACUNGIE TOWNSHIP JOB FAIR**
Tuesday, April 27, 2010
10:00 A.M. to 4:00 P.M.

Lower Macungie Library and Township, in partnership with PA CareerLink® Lehigh Valley, are hosting a community job fair. The job fair will be publicized through a display ad in *The Press*, the Lower Macungie Township and Community Center Newsletter, PA CareerLink® Lehigh Valley’s website www.careerlinklehighvalley.org and the events calendar on the PA CareerLink® website www.pacareerlink.state.pa.us . We are inviting employers to attend from various business and industries. The job fair will be limited to 36 employers.

Date: **Tuesday, April 27, 2010**
Hours: **10:00 A.M. to 4:00 P.M.**
Set up Time: **8:00 A.M. to 9:30 A.M.**
Location: **Lower Macungie Community Center**
3450 Brookside Road
Macungie, PA 18062
Table Cost: **\$50.00 for either a 6’ or 8’ table with a chair**

Make checks payable to Lower Macungie Township and mail to address above.

The floor plan is attached with numbered tables. You will have the opportunity to display materials, products, and job listing opportunities available at your business. Your table will need to be staffed from 10:00 A.M. to 4:00 P.M. Please bring along your own table cloth or skirting.

TO PARTICIPATE PLEASE COMPLETE THE REGISTRATION FORM VIA EMAIL OR FAX TO:

Karen McAndrew-Bush
Business and Industry Relations
PA CareerLink® Lehigh Valley
610.841.1045 direct dial, 610.841.1009 fax
kmcandrew-bush@careerlinklv.org
by Thursday, April 15, 2010

If you need further information, please contact Karen at 610.841.1045



In partnership with



Job Fair

Tuesday, April 17, 2009

10:00 A.M. To 4:00 P.M.

REGISTRATION FORM

Company Name: _____

(PLEASE PRINT using upper and lower case letters as you want your company's name to appear on signs and advertisements)

Contact Name/Title: _____

Address: _____

Telephone: _____ FAX: _____ E-mail: _____

1. BOOTH SHOULD TO BE READY TO RECEIVE JOB SEEKERS BY 9:45 A.M.
2. You will need to provide own table cloth or skirting
3. Kitchen and snack vending machine area available on site, bring along own lunch
4. Internet capability will not be available
5. Will you require an additional chair for your table? ____ Yes ____ No
6. Please list the names and email addresses of the company representatives who will be staffing your booth on the next page.
7. Please list the positions and number of openings per position that you are hiring in the chart on the next page.

**Please make check in the amount of \$50.00
payable to Lower Macungie Township.**

**Mail check to: Lower Macungie Community Center
Attention: Community Job Fair
3450 Brookside Road
Macungie, PA 18062**

Deadline for registration is: Thursday, April 15, 2010

**Please return Registration Form Via Email or Fax to
Karen McAndrew-Bush lvbusiness@careerlinklv.org fax 610.841.1009**

If you have any questions, please contact Karen: 610-841-1045

Company Name _____

JOB LISTINGS

	POSITION	NUMBER OF OPENINGS
1		
2		
3		
4		
5		
6		
7		
8		
9		
	TOTAL	

STAFF

	NAME	EMAIL ADDRESS
1		
2		
3		
4		



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JOB FAIR

Lower Macungie Community Center
3450 Brookside Road, Macungie, PA
Tuesday, April 27, 2010
10:00 AM – 4:00 PM

