

**Englewood Job Fair and Employment Resource Fair**  
**Thursday, March 9th, 2023**  
**12:30 pm to 3:30 pm (setup from 11:15 AM to 12:30 PM)**  
**Hamilton Park Cultural Center - 513 W. 72<sup>nd</sup> St. - Chicago, IL 60621**

*For more information, please contact Roger Engelmann at (773) 209-4062 or at [rengelmann@brightcommunityservices.org](mailto:rengelmann@brightcommunityservices.org)*

## **Participating Employer Registration Form**

Thank you for participating in the Englewood Job Fair and Employment Resource Fair.

Please return this completed form, by scanning it in and emailing it to "rengelmann@brightcommunityservices.org".

Disclaimer: By participating, the participating employer agrees that the event presenters (Bright Community Services and other co-presenters) make no warranty regarding the event, and the participating employer agrees to hold the event presenters harmless regarding anything in connection with the event.

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### 1. Contact Information

Company Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Information about your company and available positions**

The following information will help us serve you better at the event. We are also planning to provide some of this information to participants and others so that they will know about the opportunities that you have.

2. The name of your company as you would like it to appear on program materials:

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3. A brief one- to two-phrase description of your company (or the division that you are hiring for) that you would like candidates to know:

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4. Ideally, how many new employees would you like to hire as a result of this job fair?

- 1 - 5       6 - 10       11 - 20       21 - 40       41+

5. What types of positions are you planning to hire for at the job fair?

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6. What are the geographic work locations for the positions that you are planning to hire for? Is there any special information regarding transportation options (e.g. special CTA routes, shuttles, etc.) that you would like candidates to know about?

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7. Are the positions you are hiring for background friendly, or background restricted?

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8. Are there other restrictions, certifications, or testing that you would like candidates to know about for the positions that you are hiring for? (For example, certain testing necessary, certain certifications necessary)

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**Opportunities for on-site interviewing and hiring**

9. How many recruiters are you planning to have at the fair?

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10. If possible, we plan to have a separate space available for on-site interviewing at the event. Are you planning to do on-site interviewing at the fair? (Also, are you planning to do any on-the-spot hiring?)

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11. A table, chairs, and basic tablecloth will be provided for your use. Some tables will also have access to electricity. Do you need electrical outlet access for your table?

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12. In general, what are the application instructions for your company, so that we can provide them to people in printed materials? What contact information would you like us to publicly provide candidates? (Also, would it be useful for candidates to pre-apply for positions before the event? If so, what are the instructions for candidates to do so?)

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13. *Completely optional:* If your company is not currently background friendly, would you be interested in talking with someone at Teamwork Englewood about practices and possible benefits of hiring people with nonviolent convictions on their record (such as possible significant tax credits in some circumstances)?

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