



March 23, 2015

Dear Employer,

Greater Southwest Development Corporation, Ford City Mall and the 18<sup>th</sup> Ward, cordially invite your company and/or organization to participate in our Annual Job Fair. This event will be held on Saturday, May 16th, 2015 at the Ford City Mall.

Last year's workshop drew over 800 job seekers and 39 employers. We are looking to increase both numbers for 2015.

The Career Fair schedule for the day:

8:00 am - 8:40 am Set-up and breakfast refreshments for employers/organizations

9:00 am – 1:00 pm Job Fair

12:00 pm – 12:30 pm Lunch

Each employer will have a table with a chair for each representative during the Job Fair. Continental breakfast and a boxed lunch will be provided for all employers and organizations who participate.

Our event offers recruiters and potential employers a chance to meet our community residents and clients who are seeking employment. The Job Fair is an outstanding opportunity for you to meet with high quality candidates that will be able to make significant contributions to your organization. We look forward to providing you with a venue to visit with and collect resumes from potential employees. We realize that your organization may not be hiring immediately. However, please consider this an opportunity to acquaint you with employment seekers to lay the groundwork for your future employment needs.

**There is no registration fee to participate.** To register, please return the enclosed form by fax: **773-735-6592**, e-mail: [r.didiana@greatersouthwest.org](mailto:r.didiana@greatersouthwest.org) or mail: **Great Southwest Development Corporation 6155 S. Pulaski Rd., Chicago, IL 60629**

We hope your participation in our Job Fair will have a positive impact on your current and future recruiting efforts. With limited space available, please return the registration form to secure your registration by Friday, May 8th, 2015. Information about parking and directions will be provided closer to the Job Fair date. We look forward to having you, and please contact me with any questions at 773-735-6727 x201.

Kindest regards,  
Ruth Contreras – Di Diana,  
Director- Southwest REACH Center  
Greater Southwest Development Corporation



# JOB FAIR 2013 EMPLOYER REGISTRATION FORM

May 16, 2015 • 9:00am – 1:00pm

For additional information, please contact Ruth Di Diana at (773) 735-6727 Ext. 201

## COMPANY INFORMATION

Company/Employer Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Website \_\_\_\_\_

Brief description of your company \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ATTENDEES

Number of representatives attending: \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**A list of job openings should be included with registration form.** Please indicate the types of jobs you offer. Check all that apply.

- Full-time
- Part-time
- Summer Employment

## SPECIAL ACCOMMODATIONS

Ford City will provide each exhibitor with one (1)  Electrical power (first come, first served). table and signage. Please indicate if you have any additional special needs. *Extension cords are not provided.*

Other: \_\_\_\_\_

## EVENT CONFIRMATION

To ensure that you receive confirmation and event information, please check one of the following:

- Please email Job Fair information directly to each representative listed above.
- Please email Job Fair information to our primary contact person listed below.

Name \_\_\_\_\_ Email \_\_\_\_\_

**Please return completed registration form by Friday May 03, 2013**

**Mail to:** GSDC Southwest REACH Center, 6155 S. Pulaski Rd., Chicago IL 60629

**Fax:** (773) 735-6592 or **Email:** r.didiana@greatersouthwest.org