

SC4 CAREER FAIR - *Career Connections!*

Wednesday: April 21, 2010

12:00 p.m. to 3:00 p.m.

College Center



REGISTRATION FORM

Please send to the Student Success Center by April 12 unless additional arrangements are made.

ST. CLAIR COUNTY COMMUNITY COLLEGE

Student Success Center- Advising, Career & Employment Services
323 Erie Street, P.O. Box 5015
Port Huron, MI 48061-5015
(810) 989-5515 Fax (810) 989-5775

- Fee Free Registration Option: We plan to attend April 21st to recruit potential job candidates. Our job postings are enclosed so that we may attend free of charge.
- Traditional Registration Option: We plan to attend April 21st but do not currently have any job postings and will be paying the registration fee (*please also see attached payment information form*).
- We do not plan to attend April 21st but would like to be invited to future events.
- We are unable to attend but have included promotional materials to be made available to students during the career fair and/or would like to post the attached positions.
- We do not plan to attend; please take us off your mailing list.

COMPANY INFORMATION

Company Name: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Email Address/Website: _____

REPRESENTATIVE (S) ATTENDING:

Name: _____ Title: _____ E-mail: _____

Name: _____ Title: _____ E-mail: _____

Name: _____ Title: _____ E-mail: _____

Electrical outlet is desired. You must check the box to request an electrical outlet and bring your own extension cord. (*You will also need to bring your own table covers*).

Lunch is desired. For paid registration, lunch is included for up to two representatives. For your convenience, the "Fee Free Option, a hot luncheon is available for \$7.50 per person. Please indicate the number of lunches: _____.

RECRUITING INFORMATION:

Industry Type: _____ Approximate Number of Available Positions: _____

Position/s Available (Please list titles): _____

REGISTRATION DEADLINE: PLEASE RESPOND BY April 12, 2010. Please return Registration Form to the St. Clair County Community College Student Success Center via fax, mail or email (contact information above). Confirmation letters and a map will be sent when registration is received. The College reserves the right to limit employer participation. *Sponsored by the Student Success Center: Advising Career & Employment Services at St. Clair County Community College, an equal opportunity/affirmative action employer.*

PAYMENT INFORMATION FORM

Company Name: _____

Name of contact person regarding payments: _____ **Phone #** _____

PAYMENT OPTIONS:

FEE FREE REGISTRATION

Registration is free if you are posting your current job opportunities with SC4. Postings must be attached.

Number of Positions Posted: _____

Job Titles: _____

Number of Lunches @ \$7.50 each: _____

Total Enclosed: \$ _____

TRADITIONAL REGISTRATION

Registration is \$50 for two representatives and includes up to two lunches.

Number of Lunches Included: One or Two?

Number of Additional Representatives @ \$7.50 each: _____

Total Enclosed: \$ _____

PAYMENT INFORMATION:

The college accepts Visa, MasterCard, and Discover, check or cash during business hours. The Business Office is located on the second floor of the Main Building, Room 220. The hours are Monday – Friday from 8:00 a.m. to 4:00 p.m.

Please send Payment Form to Business Office by April 12th unless additional arrangements are made.

Send checks or money orders payable to:

SC4

323 Erie St, MB 220

Port Huron, MI 48060

There will be a \$25 dollar fee charged for returned checks.

Credit cards payment can be made by phone by calling 810-989-5513 or by mail.

(If making a payment by phone, please fax the SC4 Career Fair Payment Form to 810-989-5514).

___ Visa ___ MasterCard ___ Discover Name on card _____

Credit card number: _____ Security code (3 digit) _____

Expiration date: _____ Phone # _____

Signature (Authorized Billing) _____

The SC4 Payment Form and Registration form must be submitted to reserve your table at the SC4 Career Fair. *Payment must be received by April 12 unless additional arrangements are made.*