

INVOICE & REGISTRATION
PAYMENT AND FORM DUE BY 5/6/04 TO SECURE YOUR TABLE

CAREER FAIR

Sponsors:

- Northern Virginia Employer Advisory Committee
- The Virginia Employment Commission
- ServiceSource
- Northern Virginia Community College. Continuing Education/Workforce Development, Annandale Campus

When: Thursday, May 13, 2004, 10:00 a.m. – 2:00 p.m.
Where: Northern Virginia Community College, Annandale Campus
The Ernst Cultural Center Building

INVOICE

Registration Fee: (admits 2 representatives +lunch).....\$375.00

+Additional representative (\$25.00 each) \$25.00 X____ \$_____

TOTAL INVOICE AMOUNT: \$_____

Payment Options:

By check payable to: **NVEAC**

Mail Check to NVEAC c/o Lee Hecht Harrison. ATTN: Jane Trevaskis
8133 Leesburg Pike, Suite 630, Vienna, VA 22182

Or, pay by credit card (paypal)

- ** Print and save form
- ** Please send a copy of this form with your payment if paying by mail.
- ** A copy of our W-9 is available upon request.

REGISTRATION

Company Name:_____

Division/Unit: _____

Mailing Address_____

Website link to Employment Page_____

Key Point of Contact:_____ Phone number_____

Organizational Representatives:

Name	Title	Contact Number/E-Mail
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief company Description (400 letters) This information will be posted under **Employer Information** on the web site.

Optional: pre-recruiting on-line events listed on our calendar.

<p>Pre-recruiting event (Title):</p> <p>Type of event: teleconference, webseminar, other:</p> <p>Description of presentation:</p> <p>Date and Time:</p> <p>Directions for participating:</p>
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Job Information (you have an option of completing a single description form, or completing up to 4) Each description will be linked to your employer information.

<p>Job Title or Job Family:</p> <p>Please check all that relate: entry level college____, mid-senior____, administrative____, technical____ Clearance____USCitizen/Permanent Resident____open____</p> <p>Job Category (see list below) Description of Opportunity</p> <p>Minimum knowledge/skills</p> <p>Opportunities for advancement</p> <p>Salary range</p>

JOB/INDUSTRY CATEGORIES

Accounting	Construction	Government	Legal	Real Estate
Administrative	Customer Service	Health Care	Maintenance	Retail
Aerospace	Defense	Hospitality	Manufacturing	Sales
Architectural	Education	Human Resources	Marketing/PR	Security
Banking	Engineering	Information Tech	Non-Profit	Telecommunications
Biotech	Financial	Insurance	Other	