

**Virtual Job Fair Registration**

**About Your Business**

**Business Name** Click or tap here to enter text.

**Address** Click or tap here to enter text. **City** Click or tap here to enter text.

**State** Click or tap here to enter text. **Zip** Click or tap here to enter text.

**Primary Contact Name** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **Email** Click or tap here to enter text.

**Industry** Click or tap here to enter text. **FEIN** Click or tap here to enter text.

**Website** Click or tap here to enter text.

**Company Description**

Please enter a 2-3 line description of your company and the goods or services it provides.

Click or tap here to enter text.

**Event Scheduling** (please allow 10 business days advance notice)

**1st choice** **2nd choice**

**Date** Click or tap to enter a date. **Date** Click or tap to enter a date.

**Start Time** Click or tap here to enter text. **Start Time** Click or tap here to enter text.

**End Time** Click or tap here to enter text. **End Time** Click or tap here to enter text.

**Please note that submission of this form *does not confirm your event***. Once arrangements have been completed, you will receive a confirmation email that will include specific instructions about how to enter the job fair at the scheduled time. Scheduling an event indicates your commitment to attend the event for its entire duration, as candidates will be able to schedule interview slots during, as well as before, the event.

**Recruiting Needs**

Please provide us with a list of jobs you are ***currently*** recruiting for. Please include number of openings for each position, and whether position is at a business site or virtual (work from home). If you would like your jobs posted in your account in EmployRI, please attach Word document job descriptions to your email and we will post them for you.

Click or tap here to enter text.

**How do you prefer that candidates apply?**

Click or tap here to enter text.

**Company Participants** (up to 3 individuals)

**Representative #1 Representative #2**

**Name** Click or tap here to enter text. **Name** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **Phone** Click or tap here to enter text.

**Email** Click or tap here to enter text. **Email** Click or tap here to enter text.

**Representative #3**

**Name** Click or tap here to enter text.

**Phone** Click or tap here to enter text.

**Email** Click or tap here to enter text.

**What’s next?**

After we have received your registration, you will receive a confirmation of your chosen date, instructions on how to participate including a link to your event, and contact information for your event moderator.