



January, 2012

Dear Employer:

In an effort to keep up with the demand for skilled workers, the Victor Local Development Corporation would like to invite you to participate in our:

Victor Job Fair

DATE: Thursday, March 29th, 2012

TIME: 12:00pm-4:00pm

PLACE: **Eastview Mall, BonTon Court Area**

7979 Pittsford-Victor Road (Route 96)

Victor, NY 14564

As winter comes to an end, thoughts of new jobs and career changes begin to enter the minds of many. The Victor Job Fair will target both new graduates of local high schools and colleges, as well as job seekers looking for a career change or new employment.

Job Fairs provide an excellent opportunity for you to meet job seekers and fill job openings within your company. Our focus will be on providing space to those businesses with current job openings.

For a nominal fee of \$20, employers are provided with an eight-foot skirted/table-cloth table and two chairs. Refreshments will be made available. If you have any other needs, such as an electrical outlet, please indicate your needs on the registration form. We ask each business commit to being available the entire length of the Job Fair, which is from 12:00pm-4:00pm.

Finger Lakes Works will be taking the registration and assisting us with coordinating this event. Please complete the enclosed Registration Form along with the Fast Fax Job Order form for each job vacancy and return it by **March 8th** or log onto [www.FingerLakesWorks.com](http://www.FingerLakesWorks.com) and complete the on-line registration form. You will receive confirmation of your registration. Completing the Fast Fax Job Order form(s) will enable us to profile your openings in our advertising. Please make your check payable to Victor LDC.

Space is limited, so get your reservation in early!

If you have any questions, please contact Kathy at the Victor Local Development Corporation at 585.742.6320.

Sincerely,

Victor Local Development  
Kathy Rayburn, Executive Director

Finger Lakes Works – Ontario Co Workforce Development  
Brian Young, Director

Enclosures



## REGISTRATION FORM

### "Victor Job Fair"

Thursday, March 29th

TIME: 10:30-11:30am Arrival/Set Up

12:00pm-4:00pm Job Fair

**Where: Eastview Mall, BonTon Court Area**

7979 Pittsford-Victor Road (Route 96)

Victor, NY

## RESERVATION DEADLINE – March 8th, 2012

I understand that by registering, I agree to participate and be available for the job seekers the **ENTIRE** length of the job fair. I will notify the Victor Local Development Corp. within 48 hours if I need to cancel.

**Registrations will be confirmed via email.**

We give permission to the sponsors of the Victor Area Job Fair to use our name when advertising the Job Fair through the media.

\_\_\_\_\_  
Authorized Signature

COMPANY NAME \_\_\_\_\_

PRODUCT OR SERVICE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CONTACT PERSON & EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ELECTRICAL OUTLET REQUIRED: circle one YES NO

Comments \_\_\_\_\_

**Please return the registration form, \$20 registration fee payment (payable to Victor LDC) and completed fast faxes to:**

FINGER LAKES WORKS/ONTARIO COUNTY WORKFORCE DEVELOPMENT  
ATTN: BRIAN YOUNG  
3010 COUNTY COMPLEX DRIVE  
CANANDAIGUA, NEW YORK 14424

[Brian.Young@dfa.state.ny.us](mailto:Brian.Young@dfa.state.ny.us) Or Fax-585-396-4028



# FAST FAX JOB ORDER FORM

## FINGER LAKES WORKS JOB FAIRS

Return completed to: [Kathleen.Bailey@dfa.state.ny.us](mailto:Kathleen.Bailey@dfa.state.ny.us)

Phone: (585) 396-4020

Fax: (585) 396-4028

**EMPLOYER:** Please complete one Job Order Form for each job title and enclose it with your registration form for the job fair.

**UNEMPLOYMENT INSURANCE OR FEIN INSURANCE NUMBER:** \_\_\_\_ - \_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE# (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_ FAX# (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

NAME OF PERSON TO CONTACT FOR INTERVIEW \_\_\_\_\_ TITLE \_\_\_\_\_

WHAT GOODS/SERVICES DOES THE COMPANY PRODUCE? \_\_\_\_\_

TITLE OF JOB OPENING \_\_\_\_\_ NUMBER OF OPENINGS \_\_\_\_\_

REFERRAL METHOD: Mail/Fax/Email Resume \_\_\_\_ Apply in Person \_\_\_\_ Applicant call for an appt \_\_\_\_ Labor Dept. call \_\_\_\_

### JOB REQUIREMENTS

Years of Education Needed \_\_\_\_\_ Specialized Education? (Type of Degree) \_\_\_\_\_

Years of Experience Required \_\_\_\_\_ Will you accept a trainee? YES \_\_\_\_ NO \_\_\_\_

Will you accept related experience? Yes \_\_\_\_ No \_\_\_\_ If YES, specify: \_\_\_\_\_

Job is: Full Time \_\_\_\_ Part Time \_\_\_\_ Hours per Week \_\_\_\_ Temporary \_\_\_\_ From \_\_\_\_ To \_\_\_\_

Work Hours: From \_\_\_\_ To \_\_\_\_ Overtime: Yes \_\_\_\_ No \_\_\_\_ Circle Normal Work Days: **S M T W Th F S**

Salary Range: From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Salary Negotiable? \_\_\_\_\_

Location of Job \_\_\_\_\_

### JOB DESCRIPTION

*Please describe what the person's job duties will be. List skills, aptitudes, equipment used or operated, special physical demands, or special working conditions. Use additional sheets if necessary. Attach company job description if available.*

Job Description:

### OTHER HIRING REQUIREMENTS/BENEFITS

Driver's License	Yes ____ No ____ Class ____	Health Insurance	Yes ____ No ____
Own Tools	Yes ____ No ____	Dental Insurance	Yes ____ No ____
Physical Exam*	Yes ____ No ____	Paid Vacation	Yes ____ No ____
Employment/	Yes ____ No ____	Retirement Plan	Yes ____ No ____
Security Test	Test Name _____	Holiday Pay	Yes ____ No ____
Bondable	Yes ____ No ____	Sick Pay	Yes ____ No ____
Must join union	Yes ____ No ____	Uniform/Clothing Allowance	Yes ____ No ____

\*Required only after job offer and if required for job opening.

(02/05) **ALL HIRING REQUIREMENTS MUST BE BONAFIDE OCCUPATIONAL QUALIFICATIONS**