



LONG BEACH
CITY COLLEGE

First Annual Federal Work-Study Job Fair
Employer Registration Form

Event Date: Wednesday, July 10, 2019

Event Time: 11:00 a.m. — 2:00 p.m.

Location: Liberal Arts Campus (LAC) A Building Quad Area

Please submit this form no later than Tuesday, May 28, 2019 to Rosario Esparza at
resparza@lbcc.edu

Department Name _____

Supervisor/Hiring Contact Name _____

Name and Title of Representative at Job Fair _____

E-mail _____ Phone _____

Registration includes:

- A table with a table cloth and chair(s)
 - Will you be providing your own tablecloth with department name? Yes No
- A laminated sign with your department name
- Assignment Notices
- Please list any special accommodations if needed _____

Suggested items to bring:

- Internal application forms and/or job descriptions
- Brochures/flyers/marketing materials
- Pens

The day of the event:

- Please arrive at least 15 minutes before the start of the event.
- A financial aid table will be present where students will be able to check their financial aid status and confirm their Federal Work-Study eligibility.
- First time Federal Work-Study students will be able to pick-up and complete a new hire packet.
 - The Federal Work Study coordinator will be able to process assignment notices for returning and new students if all required documentation is present (i.e. unexpired government issued identification and social security card) and verification of fall 2019 enrollment in at least six units.

Signature _____ Date _____