

2019 Teen Job Fair Organization Application

Saturday, May 4, 2 PM-5 PM

Beaverton City Library Main | 12375 SW 5th St. | Beaverton, OR 97005

503-350-3610 | www.BeavertonCityLibrary.org

Deadline to apply: Friday, March 8

The mission of the Beaverton City Library Teen Job Fair is to connect employers with teen employees aged 16-19 for summer employment and beyond.

Acceptance into the fair will be announced by March 11, 2019.

Applications received after 3/8/18 will not be included in publicity for the fair.

Organization Name (As you want it to appear on publicity & table tent):

Who will be the primary contact on the day of the event?

Primary Contact Name _____

Title _____

Email _____

Phone Number _____

Secondary contact

Contact Name _____

Title _____

Email _____

Phone Number _____

Event Timeline:

- 12:00 - 1:30 p.m. - Arrive and begin setting up table.
- 2 p.m. - 5 p.m. - Job Fair Event.
- 5 p.m.—5:45 p.m. - Clear tables. Thank you for participating!

The library will be creating flyers to promote the Job Fair. If you would like some of these flyers to distribute, please specify the sizes and quantities below. Once the flyers are printed, we will mail them or drop them off at your location.

8.5X11 Bilingual Flyers Quantity (max 10)_____

Half-sheet Bilingual Leaflets Quantity (max 100)_____

PDF Flyer _____ Email Address_____

Mailing Address (required for flyers)_____

Please help us spread the word about the event by distributing fliers or using social media/email to inform your community about the fair. Your support with advertising helps bring applicants through the door.

Please read and initial the following Cancellation Guidelines.

In order to make the Teen Job Fair a positive experience for the job searchers who attend, we are asking that all participating organizations commit to participating in the full three hours of the event from 2:00pm-5:00pm. If for some unforeseen reason your organization must leave the event early, we ask that you notify the event organizer as early as possible.

If your organization needs to cancel their participation in the event we ask that you notify the event organizer as early as possible with a **minimum notice of 2-weeks**. To avoid any last minute cancellations due to illness please plan to have someone from your organization scheduled as backup event staff/volunteer.

We appreciate your help with making the 2019 Teen job fair a fun and successful event for Beaverton's youth!

Once your organization is accepted into the 2019 Teen Job Fair, verbal confirmation of your intent to participate in the event will be required between April 26—May 2, 2019 to keep your table reservation. We will be contacting you via the telephone number provided as your primary contact during that time frame.

Signature_____Date_____

Completed forms can be **emailed** to iduncanson@beavertonoregon.gov or printed and **mailed** to: Beaverton City Library Attn: Ian Duncanson

12375 SW 5th Street Beaverton,OR 97005