

**Andrews Top III Association****Andrews AFB****JobZone, LLC****Dear Vendor (Employer/Recruiter):**

You and your organization are cordially invited to participate in our upcoming **JOB FAIR** to be held at Andrews AFB. This event is held annually and sponsored by Andrews Top III Association.

WEDNESDAY, APRIL 14, 2010**LOCATION:****Community Activities Center**

1050 W. Perimeter Road, Andrews AFB, MD

JOB FAIR: 10:00 am – 2:00 pm**ARRIVAL TIME: 8:00 am – 9:00 am****LUNCH BUFFET: 11:30 am – 1:00 pm** (time subj to change)**DIRECTIONS:** Directions will be e-mailed to all participants.**Registration Deadline:** Thursday, April 1, 2010 and/or maximum capacity (limited space).**Payment Deadline:** \$600.00 due prior to the day of the event. Add applicable fees for extra lunches.***** Table confirmation confirmed upon receipt of both registration form and payment in full.*****

Your company should greatly benefit from this joint effort because of the highly qualified, highly skilled and diverse work force the Air Force has to offer. The Job Fair will attract many active military members preparing for their transition to the civilian workforce. There will be job candidates returning from Iraq along with many other transitioning military members in the Metropolitan area (from all branches of service) as well as family members and other DoD candidates who have access to the Andrews AFB. All veterans, transitioning military members from the surrounding counties, and other job seekers who have access to the base are welcome to attend. Job Seekers will have varied backgrounds (entry to senior level). A large percentage will have an aviation background as well as technical, intelligence, telecommunications, computer-related networking/administration, IT, electronics, anti-terrorism talent, combat, office management, security, customer service, HVAC, engineering, and many more. A large number of candidates will possess an active clearance of all levels (Secret, Top Secret, to Poly).

Now is the time to make plans to attend and reserve your table !

- **Registration Cost for each event: \$600.00**
NOTE: Fee includes two lunch buffet tickets. Add \$12 per additional person.
(Fee is non-refundable. Upon receipt of registration form FEE is due regardless of cancellation.)
 - Make check payable to Job Zone, LLC and mail along with a copy of completed Reply Form to POB 857, King George, VA 22485.
 - Credit card payment is available. (AMX, VISA, MC). Contact JobZone with card information or pay online.
Information required - Company Name. Point of Contact. POC Email. Credit Card (AMX, VISA, MC). Name on Card. Number. Expiration. Security Code (3 digits on back of VISA and MC. 4 digits on front of AMX.)
- Registration deadline – April 1, 2010 or maximum capacity (limited space) / Payment due upon registration.
- One 6 foot table and two chairs will automatically be provided. Optional - tablecloth and display. Limited space for floor displays; table displays are recommended.
- Light Breakfast and Lunch will be available for 2 individuals per company. \$12 for each additional participant.
- All special requests will be accommodated in order received. **(Note: NO GUARANTEES)**

The Andrews Top III Association and JobZone hope to see you at this special event on Wednesday, April 14th. Mark your calendar today! We are confident that you will find this event to be productive recruitment time for all involved.

For more information, contact:

Janet Giles, JobZone, LLC**Office 540-775-4199****Cell 540-226-1473****Janet.Giles@JobZoneOnline.com**



ANDREWS AFB TOP III ASSOCIATION JOB FAIR REGISTRATION



**ANDREWS AIR FORCE BASE
JOB FAIR**

Sponsored by
Andrews Top III Association

**WEDNESDAY, APRIL 14, 2010
ANDREWS AIR FORCE BASE
10 am to 2 pm**

**Location: Community Activities Center, 1050 W.
Perimeter Road, Andrews AFB, MD**

FEE \$600.00 **Check** **Credit Card (AMX, MC, VISA)**

MAKE CHECK PAYABLE to JobZone, LLC.
Mail to: POB 857, King George, VA 22485 (along w/copy of completed form). Contact JobZone if paying by credit card or visit the website to register and pay online.

REGISTRATION DEADLINE:

Andrews AFB Job Fair – WED, APRIL 14, 2010 -
Complete and return by e-mail
(janet.giles@jobzoneonline.com) or fax
(540-775-8199).

Registration must be received along with the fee (\$600.00) by April 1st and/or maximum capacity.
Payment Options: Check or Credit Card.
Note: FEE is non-refundable regardless of cancellation
E-MAIL REGISTRATION FORM TO:
Janet.Giles@JobZoneOnline.com
[indicate Andrews AFB on Subject line]
Office 540-775-4199 Cell 540-226-1473



Organization Name: _____

Address: Street _____ City _____ State _____ Zip _____

Type of business: _____

Point of Contact Name _____ **Fax/Phone:** _____

Email: _____ **Website:** _____

Contact Names (Recruiters attending): [A MILITARY ESCORT WILL MEET YOU AT THE GATE (NEAR VISITOR'S OFFICE) IF YOU DO NOT HAVE CAC CARD OR ACCESS TO THE BASE. THE FOLLOWING INFO MUST BE RECEIVED - CONTACT INFO (EMAIL & PH NO), DRIVER'S LICENSE NUMBER & STATE, BIRTHDAY). EMAIL, FAX, OR CONTACT JOBZONE BY PHONE (540-775-4199)..

NAME _____ **Email / Phone No.** _____

U.S. Citizen Yes No **Social Security No.** _____ **NEED ESCORT?** YES NO

Drivers License Number _____ **State Registered** _____ **Birthday** _____

NAME _____ **Email / Phone No.** _____

U.S. Citizen Yes No **Social Security No.** _____ **NEED ESCORT?** YES NO

Drivers License No. _____ **State Registered** _____ **Birthday** _____

Do you have a display? YES NO **TABLE OR FLOOR (CIRCLE)**

Do you have any specific requests ? [e.g. Do you have a location preference? Wall? Corner? Near a specific company?] _____

Describe your job opportunities. _____