



Recruiting Event Request

CareerSource Polk offers a complete range of recruitment services that can provide access to candidates for a variety of positions. Recruitment events can be held at our facility, your facility or a third party location.

CareerSource Polk can provide:

- Use of our facilities at a mutually agreed upon date and time
- Use of internet at our facilities for employer staff
- Job seeker access to computers and staff assistance in our Resource Room or Mobile Unit (a fee may apply for the mobile unit)
- Staff to assist with the registration of job candidates

Employer will provide:

- Job order information prior to the event
- A list of candidates hired, start date and starting wage. Approximately 3 weeks after the event, the Job Order Unit staff will contact the employer to obtain the list of the candidates hired or in consideration for hire.

Employer	
Date of Event	
Location of Event	
Employer contact name, phone number and email address for event.	
Employer contact name, phone number and email address of staff that will provide the names, last four of social security number, start date and starting wage for the candidates hired.	
We are unable to provide this information due to the following reason(s); or the information is available through another stated source, ex: The Work Number.	

Employer Signature _____

Staff Use Only			
Job Order number(s):			
# of Staff Requested	Arrival – Departure Time	Responsibilities	Equipment Required

Placements Entered	
date	Staff signature