



2019 Wildcat Job and Career Fair “Build our future through Community”

Dear Chamber Member,

Columbia Falls High School cordially invites you to participate in the 2nd Annual Wildcat Career and Job Fair on **Thursday, February 21, 2019**.

This fair will allow businesses to promote and hire for summer jobs and internships as well as fill current positions. It will also continue to expose our students to the various career opportunities the valley has to offer.

This year, we are opening the fair up to the wider community. In an effort to support our local workers, the fair will be open to the public from 4:00 – 6:00 pm.

Please refer to the following itinerary to plan your participation in this fair:

- 11:00 p.m. – 1:00 p.m. Recruiter booth set-up
- 1:00 p.m. – 3:00 p.m. Student Job Fair
- 3:00 p.m. – 4:00 p.m. Break
- 4:00 p.m. – 6:00 p.m. Community Job Fair, Open to the Public

Businesses that would like to participate please contact Tamara Sundberg at (406) 892-6500 ext. 5201 or t_sundberg@cfmthschools.net. Space is limited, so reserve your spot early.

Columbia Falls High School is partnering with the Columbia Falls Chamber of Commerce and the Kalispell Job Services to bring this event to the community.

Businesses need to be prepared to provide the following information during the registration process.

- Are you hiring (any deadlines)?
- Are you open to internships/ job shadows/ apprentices?
- Do you have online applications/ links that we can promote for you?
- Do you have a QR code that we could utilize at the fair?
- Do you have any needs special requests?

Thank you for your commitment to our students and community! We look forward to your participation in our 2019 Wildcat Career and Job Fair.

Sincerely,

Tamara Sundberg
Student and Family Advocate
Columbia Falls High School
406-892-6500 ext. 5201



2019 Wildcat Job and Career Fair

Thursday, February 21, 2019
1:00 p.m. – 3:00 p.m. , 4:00 p.m. – 6:00 p.m.
Columbia Falls High School Gym
610 13th St W, Columbia Falls, MT 59912

EMPLOYER REGISTRATION FORM

Business Name		
Address	City/State	Zip
Contact Person	Phone	Email
Name and Title of Representatives at the Job Fair	Phone	Email
Online application Link	Link to QR CODE	

Please mail this form to P.O. Box 1259, Columbia Falls, MT 59912 attn: Tamara Sundberg or email no later than Thursday, February 14, 2019 to t_sundberg@cfmthschools.net.

Free Registration Includes:

- Free WIFI
- Community Promotion
- A marketing effort to support the job / career fair
- Please list special accommodations if needed

Suggested items to bring:

- Application forms and/or job descriptions/ URL Codes
- Brochures/flyers/ banners, signs, giveaways or other promotional material
- Can you bring your own table? Yes No
- List any item(s) you might need

- List any current/future job openings

- Are you or might you be interested in internship opportunities for students? Yes No

By signing below, your company agrees to:

- Have your organization's representative arrive at the latest by 12:30 p.m. for set-up and conclude interviews or meetings by 6:00 p.m.
- Include your company name in marketing and communication efforts regarding fair.
- Complete a post-event survey.

Signature _____ Date _____