

- ✓ INSERT: Event Announcement

Employment “Opportunities” Available!!!!

- ✓ INSERT: Name of Company, optional company logo



- ✓ INSERT: Position(s) attempting to fill with current Pure Michigan Talent Connect Job Order #

SEEKING CNC OPERATORS (PMTTC# 1234567) & WELDERS (PMTTC# 7654321)

- ✓ INSERT: Location of Opportunity FOR OUR UTICA LOCATION

- ✓ INSERT: Requirements or duties of position(s)

- ✓ Minimum of 3 months experience
- ✓ Seeking candidates for all shifts
- ✓ Must be available for overtime and weekends

- ✓ INSERT: Date, Time and Location of Job Fair

JOB FAIR WILL BE HELD
Wednesday, January 20, 2016
11:00am-2:00pm
Michigan Works!
53630 Hayes Ste 100
Clinton Twp., MI 48038

- ✓ INSERT: Application process, documents required in the event of hire (must meet EEOC Guidelines)

Please bring with you your picture ID & Social security card or birth certificate in the event you are selected for hire

- ✓ INSERT: Company contact information, how to apply, and the Pure Michigan Talent Connect link

For further job information, log on to www.mitalent.org and search the # next to the job title

MACOMB/ST. CLAIR MICHIGAN WORKS! JOB FAIR PROMOTION GUIDELINES

(See page 2 for example)

- Events will not be scheduled until job order(s) and job fair flyer(s) are reviewed and approved.
- To allow adequate promotion time, your job fair will not be scheduled any sooner than one week after the flyer is approved.
- Each position must have an individual Pure Michigan Talent Connect (PMTTC) job order.
- Jobs must be posted on the PMTC for 24 hours prior to job fair promotion.
- Equal Employment Opportunity (EEO) guidelines must be met (Limited EEO Guideline Examples below).
- Proper representation of our organization name should appear as: Michigan Works!
- Usage of Macomb/St. Clair Michigan Works! Logo must have approval

REQUIRED INFORMATION	OPTIONAL INFORMATION
Include the Company Name	Company logo
Location of jobs	Color
Location/date/time of the job fair	Font
PMTTC website address: www.MITALENT.org	Pictures
Individual PMTC job order number(s)	Additional job description information

Limited EEO GUIDELINE EXAMPLES (for additional information go to www.EEOC.gov)	
ACCEPTABLE	UNACCEPTABLE
Offers of employment will be conditioned upon successfully passing (Company Name) pre-employment written test, drug test and criminal background check. Please note that factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.	You must pass a written test, drug test and criminal background check.
Please have your Picture ID & Social Security Card OR Birth Certificate with you in the event you are selected for hire.	To apply you must have 2 pieces of ID (an unexpired driver license or ID card and a Social Security card).
Position requires at least 7 years driving experience.	Must be 23 years of age.

PLEASE NOTE:

- Employers are prohibited from making copies of candidates' personal documents, unless a bona fide offer of employment has been accepted.
- Administering drug testing on any Macomb/St. Clair Michigan Works! premises is strictly prohibited
- Federal Contractors are required to state that all qualified applicants will receive consideration for employment.
- Any pre-employment testing must be specific to the position and meet EEO guidelines.
- Due to our funding we are required to follow local, state and federal guidelines. When a business is unable to comply with the above guidelines Macomb/St. Clair Michigan Works! will be unable to assist at this time.