



Workforce Opportunities • Workplace Solutions

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Dear Employer:

The Yates Community Center with the assistance of The Yates County Chamber of Commerce and Yates County Workforce Development have scheduled a job fair. In current times we acknowledge a need within our community to fill jobs as well as finding employment for many families. Please join us!

All job fair will be held at the:
Yates Community Center
467 North Main St.
Penn Yan, NY
Thursday - September 23, 2021
4-7 pm

There is **NO registration fee** for this event. Participants should provide their own table, easy up and chairs. If you have any other needs, such as an electrical outlet, please indicate that on the registration form.

The Yates County Chamber of Commerce will also manage an absent business table. If you would like to participate and are physically unable to provide manpower for the event please send us a poster representing your business with applications for employment to be returned to you if completed.

If possible please have positions with full job descriptions available when registering. These positions will also be posted for job seekers to assist them with preparing for the event on our Facebook page Yates Community Center #makingyatesyou

If you have any questions, please contact Dawn Shipman 315-536-3354, Dusty Blumbergs 315-729-4426 or Jessica Bacher 315-536-3111.

dawn@yatescommunitycenter.org

Sincerely,
Dawn Shipman
Yates Community Center



Business Registration Form

Thursday - September 23, 2021

Where: Yates Community Center
467 North Main St.
Penn Yan, NY

Time: Arrival and Set-Up: 3:30pm
Job Fair: 4-7 pm

Fee: FREE

*Please pre-register to reserve your spot by Monday - September 20th, 2021



(Please Print)

Company Name _____ FEIN: _____

Company Address _____

Contact Person _____

Telephone _____ Fax _____ E-Mail _____

Comments _____

- Do you need an electrical outlet?
- May we use your company/business name on Job Fair advertising?
- Absent Business - Poster & Applications Provided

Registration Fee enclosed \$ FREE

Return **Registration Form** and **Job Order Form** to:
Yates Community Center
467 N Main St.
Penn Yan, NY 14527



YATES COUNTY Chamber of Commerce



Job Order Form

JOB REQUIREMENTS/DESCRIPTION

TITLE OF JOB OPENING _____ NUMBER OF OPENINGS _____

Years of Education Needed _____ Specialized Education? (Type of Degree) _____

Years of Experience Required _____ Will you accept a trainee? YES _____ NO _____

Will you accept related experience? Yes _____ No _____ If YES, specify: _____

Job is: Full Time _____ Part Time _____ Hours per Week _____ Temporary _____ From _____ To _____

Work Hours: From _____ To _____ Overtime: Yes _____ No _____ Circle Normal Work Days: **S M T W Th F S**

Salary Range: From \$ _____ to \$ _____ Salary Negotiable? _____

Location of Job _____

Please describe what the person's job duties will be. List skills, aptitudes, equipment used or operated, special physical demands, or special working conditions. Use additional sheets if necessary. Attach company job description if available.

Job Description: