Hiring Event Candidate Registration

Welcome to [Company Name]'s hiring event at [Venue] on [Date]. Please complete this form so we can match you to open roles and keep in touch. It takes about two minutes. Fields marked * are required.

YOUR DETAILS

First name *

Last name *

Mobile phone *

Email

ZIP code *

Preferred language for contact

☐ English ☐ Spanish ☐ Other

JOBS YOU ARE INTERESTED IN

Roles (choose all that apply) *

☐ [Customer Service Representative] ☐ [Warehouse Associate] ☐ [Forklift Operator]
☐ [Team Lead] ☐ [Other role] ☐ Not sure yet: show me options

Location(s) you can work at

☐ [Site A] ☐ [Site B] ☐ Work from home ☐ Any

Employment type wanted

☐ Full-time ☐ Part-time ☐ Seasonal or temporary ☐ Any

Earliest date you could start

AVAILABILITY

Shifts you can work

☐ Days ☐ Evenings ☐ Overnights ☐ Weekends ☐ Rotating ☐ Any

Are you available for the full [X-week] paid training schedule, [days and hours]?

☐ Yes ☐ No ☐ Not sure

Do you have reliable transportation to the work location?

☐ Yes ☐ No ☐ Not sure

EXPERIENCE

Most recent job title and employer (optional)

Years of experience in this type of work

☐ None, I'm new to this ☐ Less than 1 year ☐ 1–3 years ☐ More than 3 years

Licenses or certifications relevant to the role (e.g. forklift, CNA, bilingual)

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require visa sponsorship?

☐ Yes ☐ No

How did you hear about today's event?

☐ Text message ☐ Social media ☐ Job board ☐ Friend or family ☐ Current employee
☐ Workforce center or school ☐ Other

If a current employee referred you, their name

CONTACT CONSENT

☐ I agree that [Company Name] may contact me about jobs by phone, email and text message, including automated texts, at the number above. Message and data rates may apply. Reply STOP to opt out at any time. Consent is not a condition of employment.

☐ I understand that this registration is not a job application. If I am interested in a specific job, I will complete the application for it.

Signature or typed name

Date

Date

RECRUITER USE ONLY

Recruiter name

Spoke with candidate

☐ Yes ☐ No

Outcome at event

☐ Interviewed on site ☐ Interview scheduled ☐ Sent application link
☐ Not a current fit: added to talent pool ☐ Did not proceed

Interview date and time (if scheduled)

Job-related notes (skills, availability, questions asked; no notes on appearance, age or other personal characteristics)