

August 2011

I am writing to invite you to the inaugural **Cannock Chase Jobs Fayre** on **Friday 23rd September** from **10am to 4pm** at the **Cannock Campus of South Staffordshire College** (The Green, Cannock, Staffs, WS11 1UE)

As your local MP, many employers tell me they are looking to take on new people, either now or in the future, but that they do not know how best to meet those in search of a job. And many local people tell me how desperate they are to get a job, to get back into the workplace, but that they do not know which employers are looking to recruit – either immediately or in the near future. And they have real skills which can be used locally.

This is my attempt to put those two needs together – by getting employers and potential employees in the same room so that they can meet each other, network and discuss what opportunities may be available.

The format is incredibly simple – employers will have a table where they can have literature, leaflets, business cards etc and local people will be free to drop by throughout the day and meet with you and discuss potential opportunities. You are welcome to bring a pull up banner or similar should you wish to or indeed anything to advertise your business. There will also be seminars throughout the day, including CV writing and interview technique workshops.

Why should I attend the Cannock Jobs Fayre?

If you are a business, organisation or charity that either has posts available it is looking to fill or is likely to have vacancies in the near future, or is looking to develop a pool of potential recruits for a future date, then this is your chance to meet local people in search of a job. (Please note: If you have no intention of taking on new people, then this Jobs Fayre is not suitable for your business.)

How do I secure a stand at the Jobs Fayre?

There will be room for approximately 50 businesses and organisations, so tables will be offered on a first come first served basis. Please fill out the tear off form below and post back to us at the address below.

When do I need to RSVP by?

By the first week of September, but the earlier the better to secure a stand.

When do I need to arrive and how much will it cost?

Please arrive by 9am on the day so that everything is set up ready to start and open to the general public at 10am.

The event is free – but we are asking employers to make a donation of £25 to cover the costs of organising the event and laying on tea and coffee. Any money left over will be given to a local charity.

What transport / parking is available?

There is limited free parking available on the Cannock Campus, and also pay and display in High Green Court and on Danilo Road. The College is next to Cannock bus station and a 10 minute walk from Cannock train station.

If you wish to come, please complete the tear off section below and send it back to us. For further information, please contact Claire Wixon on 01543 502 447 or e-mail claire.wixon@parliament.uk

Please do all we can to support local people get jobs – and get involved in Cannock Chase's first ever Jobs Fayre.

Best regards,



Aidan Burley MP



Cannock Chase Jobs Fayre - Friday 23 September 2011

To register to attend, please complete this form and return to:

Aidan Burley MP
The Help Zone
Unit 6 high Green Court
Cannock, Staffs
WS11 1GR

Organisation:

Contact Name:

Telephone:

E-mail:

I would like to attend the Jobs Fayre

I enclose a cheque for £25, payable to South Staffordshire College