

# Christopher Newport University Recruitment Activity Form

## Office of Career Development

1 University Place  
Newport News, VA 23606-2998  
Student Union, Room 3100  
Phone: (757) 594-8887  
Fax: (757) 594-8765  
E-mail: ocd@cnu.edu

Thank you for your interest in an on-campus recruitment activity at Christopher Newport University. Please complete this form and return it to our office as soon as possible. Upon receipt of this form, we will contact you to schedule your requested recruitment activity.

1. Employer/School \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZC \_\_\_\_\_

Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

2. Representative(s) \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

3. Date Requested for On-Campus Visit: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

4. Recruitment Type: (check all that apply):

\_\_\_\_ Interviews

\_\_\_\_ December Graduates

\_\_\_\_ May Graduates

\_\_\_\_ Alumni

\_\_\_\_ Full-time

\_\_\_\_ Part/time

\_\_\_\_ Internships

\_\_\_\_ Other (i.e. workshops, mock interviews, seminars), please specify \_\_\_\_\_

\_\_\_\_ Information Table in Student Center

\_\_\_\_ Information Session

5. Hours: \_\_\_\_: \_\_\_\_ a.m. p.m. to \_\_\_\_: \_\_\_\_ a.m. p.m. (circle applicable times) Place: \_\_\_\_\_

6. Set-up Requirements \_\_\_\_\_ # Tables (6') \_\_\_\_\_ # Chairs \_\_\_\_\_

A/V (specify) \_\_\_\_\_

Special Needs (if any, specify) \_\_\_\_\_

7. \_\_\_\_\_  
(Organization)

Hereby affirms it is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin or age and provides equal employment to handicapped individuals, disabled veterans, and veterans of the Viet Nam era.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_