



Speaker Request Form

JobLink-Swinburne and Business Advisory Council (BAC)

Wake JobLink Career Center – Swinburne and Wake Area Business Advisory Council staff and volunteers are available to conduct workshops, make presentations, and/or participate in expos or job fairs upon request from Monday through Friday. To schedule one of these, please fill in the following information and fax to JobLink Coordinator at (919) 212-9491. Due to the amount of requests received, dates are limited. Please make requests 3 to 4 weeks prior to your event. After date availability is confirmed, notifications will be made.

Contact Information:

Name of Organization/Business: _____
 Contact Person: _____ Phone #: _____
 Email: _____ Fax #: _____
 Other: _____

Event Information:

Date: _____ Time: _____
 Location: _____
 Type: _____ Format: _____
 Attendance Expected: _____ Costs for Participants: _____

Other (additional information speaker may need, I.e. room#, directions, etc):

Workshops on the following topics are available upon request:

Workshop Topic:	1 Hour	2 Hours
Resume Writing / Transferable skills/Applications	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing Skills/Dressing/Questions	<input type="checkbox"/>	<input type="checkbox"/>
Internet job search/Networking in the Triangle	<input type="checkbox"/>	<input type="checkbox"/>
Skills & attributes/Business ethics/Positive attitude	<input type="checkbox"/>	<input type="checkbox"/>

Disability Awareness & Sensitivity Training Seminar for Employers:

Tilting at Windmills consists of 10 1-hour modules that can be customized for your organization. We can discuss the options with you to design an appropriate presentation by a trained facilitator.

Brochure Request:

Consultation Request:

Joblink presentations and/or JobLink Display Booth w/Representative request:

Job Fair Business Expo Information presentation

Wake Area Business Advisory Council (BAC) presentation and/or BAC Display Booth w/ Representative request:

Job Fair Business Expo Information presentation

Specialized: Please describe in detail any workshop need, which is not listed above. If this is not within the scope of JobLink services the request will be passed on to a JobLink partner agency as appropriate.

Return request via

fax: 919-212-9491 or email ccarroll@co.wake.nc.us or janny.flynt@co.wake.nc.us