

Employer Application Form

Company Registration

A. Company Information:

Organization Name: _____

Address: _____

Area: _____ City: _____ Country: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Email (to be included in the fair's booklet): _____

Company website: _____

HR Director Name: _____

B. Contact Person Information:

Please indicate the contact person who will coordinate with our SCAD office our GUC Internship & Employment Program for 2010. He/ She will receive all relevant material/correspondence and will be in charge of coordinating the whole process on behalf of your esteemed organization.

. : Internship/Recruitment Coordinator:

Name: _____

Title: _____

E-mail: _____

Tel.: _____ Fax: _____ Cell Phone: _____

. : Assisting Recruitment Coordinator (if applicable):

Name: _____

Title: _____

E-mail: _____

Tel.: _____ Fax: _____ Cell Phone: _____

C. Company Profile:

Industry Classification: (Please mark the category within which your company should be listed)

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic / Education | <input type="checkbox"/> Electrical | <input type="checkbox"/> Paper & Packing |
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Environmental | <input type="checkbox"/> Petroleum |
| <input type="checkbox"/> Advertising / Media | <input type="checkbox"/> Financial Sector | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Public Diplomatic |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Furniture & Wood | <input type="checkbox"/> Real State |
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Security System |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Textile |
| <input type="checkbox"/> Construction & Eng | <input type="checkbox"/> Leather | <input type="checkbox"/> Tourism / Travel |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Legal & Services | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Courier service | <input type="checkbox"/> Machines /Equipment | <input type="checkbox"/> Others: _____ |

- . : Product/ Services Provided by the Business: _____
 . : Year Business was established: _____
 . : Current number of employees: _____

Company Profile:

- Please sum up your company profile to one paragraph (equivalent to 400 words) as it should appear in the Fair Booklet; profiles exceeding this limit will be edited.

SCAD Regulations Agreement:

All your information entered/filled throughout this application form is your own responsibility and will be published in our respective Fair Booklet without any amendments from our side. Therefore, please verify and revise all your information/material entered (grammar, spelling etc...) prior to our deadline **Monday, February 22nd, 2010** (early bird registrations end on February 7th).

Resumes collected during the fair should be used strictly for internship/employment opportunities offered by your company; none of these can be forwarded to other companies for any other purposes.

Name:

Position:

Authorized signature & stamp:

(To be signed by the Human Resources Director)

- If you have more than 1 vacant position or you wish to add more information, please attach/duplicate an additional sheet.

Internship Information

Internship Vacancy _____

Number of interns available: _____

Deadline for Application: _____

Internship Title: _____

Department: _____

Name of Intern's Supervisor: _____

Supervisor's Title : _____

Supervisor's E-mail : _____

Telephone : _____

. : Intern's Job Description:

. : Intern's Qualifications:

Required Major

- ENGINEERING

- Information Engineering & Technology "IET"
- Media Engineering & Technology "MET"
- Engineering & Material Science "EMS"

- MANAGEMENT TECHNOLOGY

- General Management
- Technology-based Management
- Business Informatics

- PHARMACY & BIOTECHNOLOGY

- Pharmacy
- Biotechnology

- DESIGN

- Product
- Graphic
- Multi-media

Required Skills:

Compensation: _____

Training period: _____

Working Hours: _____

Days Off: _____

Location: _____

- According to SCAD Rules, the duration of any internship opportunity should not be less than four consecutive weeks.



INTERNSHIP & EMPLOYMENT FAIR'10

- If you have more than 1 vacant position or you wish to add more information, please attach/duplicate an additional page

How to Apply

Please specify your "HOW TO APPLY" procedure preference to be included in our Fair Booklet:

- If interested, please contact our company representatives at the Fair

- If interested, please contact our company representatives at the Fair & apply online:
Please state the link -----

- If interested, please contact our company representatives at the Fair & send your resume to email address: _____
(specifying the vacancy in the subject)

- Other, please specify:-----

Reservation Form

Organization Name:

(Please confirm the name you want to display on your fascia-board in the space provided)

Address: _____

Contact Person: _____ Position: _____

Tel: _____ Fax: _____

E-mail: _____ Website: _____

Signature: _____

Reservation System:

Participation requests are handled on a "first-come-first-served" basis. **Monday, February 22nd, 2010** (please note that the early bird registrations ends on February 7th)

Participating as:

- Non Sponsor
 - Early Bird (by Feb 7) : 2,500 LE
 - Regular Registration (Feb 7 – Feb 22) : 3,000 LE
- Sponsor:
 - Main Sponsor : 40,000 LE
 - Platinum sponsor : 30,000 LE
 - Gold Sponsor : 20,000 LE
 - Silver Sponsor : 10,000 LE

. : Please assure that your reservation process is complete, payment fee is finalized along with the filled-in application form

Exhibitor Badges:

Please fill in the names of your delegates that will attend our GUC Internship & Employment Fair 2010. Delegates will receive their badges on the day of the fair. Please make sure the names are correct to avoid any delays or mistakes.

Name : _____

Position: _____

Name : _____

Position: _____

Name : _____

Position: _____

Name : _____

Position: _____

Booth Details:

Regular

Regular Booths will be provided by the SCAD unit.

Booth dimensions : 3x3 square meters

Booth includes : Table, 4 chairs, sign with company name, 1 electrical outlet

Rates : National Rate L.E. 3000
International Rate \$ 1500

Free Space

Companies are required to bring all related material/equipment for assembling their own self structured stand.

Dimension Restrictions: Booth Depth max. 3 sq m

Rates : National Rate L.E. 500/sqm
International Rate \$ 200/sqm

Booth Preparation:

- Set-up: One day prior to the fair
- Dismantling: 2nd day – end of fair

. : Participating companies are requested to abide by the provided structure and setup plan.

Additional benefits:

- Company Profile, Job Vacancies & Internship Opportunities will be included in the Fair Booklet.
- Placement of company logo in "Black & White" in its specified section within the Fair Booklet.
- Accessibility to distribute promotional material.

Payment Method:

Reservations are only confirmed through payment (Fees are non-refundable)

Cash

Check

Amount: _____

Check: (made payable to the German University in Cairo) Check No. _____

Checklist for Employment & Internship Fair'10 Applicants

To secure your participation, kindly provide the SCAD unit with the following:

. : REGULAR PARTICIPANTS:

Completed "Employer Application Form" – soft or hard copy

- Company Registration
- Job Vacancy Information
- Internship Information

Booth Registration Form

Payment of (non-refundable) Registration Fee L.E. 3,000 (or \$ 1500)

Logo in black & white format (& colored, if possible)

- Soft copy of corporate logo
- CD or via email
- High resolution (300 DPI)
- Format: PSD, JPEG, EPS or CDR

. : SPONSORS:

Completed "Employer Application Form" - soft or hard copy

- Company Registration
- Job Vacancy Information
- Internship Information

Booth Registration Form

Payment of (non-refundable) Sponsorship Fee

Colored Logo

- Colored soft copy of corporate logo
- CD or via email
- High resolution (300 DPI)
- Format: PSD, JPEG, EPS or CDR

. : Please note that your Company Registration will not be completed and confirmed unless all the above material is sent along with the required Registration Fee to the SCAD Office – latest by **Monday, February 22nd, 2010** (please note that the early bird registrations ends on February 7th).