



# YOU'RE INVITED!

The St. Bride's Resource Center is preparing for our flagship event—The Job & Resource Fair! We would love for you to join us as either an Employer, or Resource Guest.



## WHEN:



Wed May 20th or  
Thurs May 21

Vendors select what day  
works best for you!

WDS H. Merriwether

[Helen.merriwether@vadoc.virginia.gov](mailto:Helen.merriwether@vadoc.virginia.gov)

(757)296-3277

WDS P. Nowell

[penny.nowell@vadoc.virginia.gov](mailto:penny.nowell@vadoc.virginia.gov)

(757)296-3278

**Release paperwork and a copy of your  
ID are required 2 months prior to the event.**







## Authority for Release of Information

### TO WHOM IT MAY CONCERN:

I hereby authorize any investigator or duly accredited representative of the Department of Corrections bearing this release or a copy thereof, to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals relating to my activities. The information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct the release of such information upon the request of the bearer.

This release also authorizes the National Personnel Records Center, or other custodian of my military service record, to release any information and/or copies of documents from my military service record. I understand that the information released is for official use by the Department of Corrections and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including records custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any questions as to the validity of this release, you may contact me as indicated below.

<b>Signature: (Full Name)</b>	_____
<b>Print Full Name:</b>	_____
<b>Other Names Used:</b> (Include All Maiden and Aliases)	_____
<b>Social Security Number:</b>	_____
<b>Date:</b>	_____
<b>Current Address:</b>	_____ _____ _____
<b>Telephone Number:</b>	_____
<b>Date of Birth:</b>	_____
<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for employment, or in the termination of your employment.	

# ST. BRIDES EVENT CHECK LIST

Your partnership is very valuable to us. We created the following list to ensure a smooth entry into the correctional facility. Thank you, we look forward to seeing you at our event.

All documentation must be submitted at least 1 month prior to the event. Please email everything together to:

Mrs. Nowell (penny.nowell@vadoc.virginia.gov) 757-296-3278

and Ms. Merriwether (Helen.merriwether@vadoc.virginia.gov) 757-296-3277:

## Please Initial Each Item Once it is Complete:

\_\_\_\_ Signed release of information form

\_\_\_\_ Photocopy of the front of your Driver's License or Identification Card

\_\_\_\_ I understand I will need to pass a metal detector please provide a Doctor's note for any metal medical device or implant if applicable including walkers, canes, screws, braces, glucose monitors, metal plates etc.

Yes or No (circle) Do you have a criminal record? —If yes, are you currently on supervision we will need approval from your PO for you to enter the facility.

\_\_\_\_ I understand the Dress code: **No** underwire braziers, blue jeans (black jeans are fine), leggings, sheer or see through clothing, white shirts, sweatpants or sweat suits, shorts, skirts must go below knees.

\_\_\_\_ I understand the only items I may bring into the facility are a SINGLE car key and ID (no wallets or sets of keys) watches, phones, food, drinks, laptops, etc are not permitted

\_\_\_\_ Paperwork such as business cards, flyers, applications, etc., that will be used at the event must be received at least 3 weeks ahead of the event to be processed through our warehouse.

Please check which option works for you:

- ☐ I do not wish to bring any materials with me to the event
- ☐ Mail items to Attn WDS Merriwether / WDS Nowell 701 Sanderson Road Chesapeake, VA 23328
- ☐ Drop items off at 701 Sanderson Road Chesapeake, VA 23328. Please let us know when you plan to drop items off and label items attn WDS Merriwether / Nowell
- ☐ Have items picked up, contact Ms. Merriwether / Mrs. Nowell please list general availability: days of the week and time of day

---

**\*\* Note depending on the size of the event we may be able to print you copies\*\***

**Thank you for your continued support and partnership.  
Please do not hesitate to reach out with any questions or concerns!**

# ST. BRIDES EVENT CHECK LIST

Your partnership is very valuable to us. We created the following list to ensure a smooth entry into the correctional facility. Thank you, we look forward to seeing you at our event.

**A doctor's note for any and all medical accommodation must be submitted at least 1 month prior to entering the facility. Please email everything together to:**

Mrs. Nowell – (Penny.Nowell@vadoc.virginia.gov) 757-296-3278

Ms. Merriwether- (Helen.merriwether@vadoc.virginia.gov) 757-296-3277

**Please mark each medical accommodation that applies to you:**

- ☐ Hearing Aides
- ☐ Glucose Monitor
- ☐ Screws or metal anywhere in body e.g. (Teeth, Knees, Ankles, Spine)
- ☐ Walker
- ☐ Wheel Chair
- ☐ Brace (Neck, Back, Knee)
- ☐ Crutches / Cane
- ☐ Hip, Shoulder or Knee Replacement
- ☐ Prosthetic Limbs
- ☐ Pacemaker/ Heart Monitor
- ☐ I am Pregnant
- ☐ I have none of the above accommodations
- ☐ Other

\_\_\_\_\_  
\_\_\_\_\_  
\*\* If you have previously submitted medical documentation and something has changed  
please provide additional documentation\*\*

**Please be advised entry to facilities differ and the guidelines for medical accommodations may vary between facilities.**

Signature\_\_\_\_\_

Date\_\_\_\_\_