

Business Information Form

Turn in for 10 points as soon as you find out where you're going

Your task is to do a **VERY THOROUGH** job of surfing the net or using the newspaper, phonebook, local trade magazines, etc. to learn **AS MUCH AS YOU CAN** about the business where you'll shadow! Try to answer **as many of these questions as possible**.

A. Business Details: Usually found at "Contact Us" link

Business Name: _____

Address: _____

Phone: _____

Website address: _____

B. Business Hours:

C. Business Mission Statement:

D. Primary services: **What do they do?**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

E. Are there current job openings here? Yes/No **How** can you apply for a job here?
Usually found at a Jobs or Employment Link

F. What is the history of this business? (how long open? By whom? See the About us Tab)

G. Write about two things you discovered that you DIDN'T know about this business?

- 1.
- 2.