

EMPLOYMENT CENTRAL

Suite 202, 204 Black Street, Whitehorse, YT Y1A 2M9

Phone: (867) 393-8270 Fax: (867) 393-8278

Employer Job Ad Posting Form

Business Name:		Contact Name:	
Address:		Contact Email:	
Phone:		Fax:	
Job Title:		# of Individuals Required:	Rate of Pay:
Job Description/Duties:			
Requirements/ Qualifications/ Certifications:			
Hours: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends		Duration: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Term <input type="checkbox"/> Auxiliary <input type="checkbox"/> Casual	
Posting Date:		Closing Date:	
Preferred Application Process:			
<input type="checkbox"/> In Person: _____ (Address) _____ (Contact Name)		<input type="checkbox"/> By Phone: _____ (Phone Number) _____ (Contact Name)	
<input type="checkbox"/> By Fax: _____ (Fax Number) _____ (Contact Name)		<input type="checkbox"/> By E-Mail: _____ (E-mail Address) _____ (Contact Name)	
<input type="checkbox"/> Drop off resumes at Employment Central (MUST BE PICKED UP BY EMPLOYER)		For more information applicants may: Call? Y <input type="checkbox"/> N <input type="checkbox"/> Visit? Y <input type="checkbox"/> N <input type="checkbox"/>	
Applicants should include:			
<input type="checkbox"/> Resume		<input type="checkbox"/> Cover letter	
<input type="checkbox"/> References		<input type="checkbox"/> Driver's Abstract	