

Employer Job Ad Posting Form

Business name:	Contact name:	
Address:	Contact email:	
Phone:	Fax:	
Job title:	# of individuals req'd:	Rate of pay:
Job description / duties:		
Requirements / Qualifications / Certifications:		
Posting date:	Closing date:	

Hours <input type="checkbox"/> F/T <input type="checkbox"/> Evenings	<input type="checkbox"/> P/T <input type="checkbox"/> Weekends	<input type="checkbox"/> Days <input type="checkbox"/> Weekends	Type <input type="checkbox"/> Permanent <input type="checkbox"/> Term	<input type="checkbox"/> Seasonal <input type="checkbox"/> Casual	<input type="checkbox"/> Temporary <input type="checkbox"/> Auxiliary
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Preferred application process:

In person: By phone:

Address

Phone number

Contact name

Contact name

By fax:

By email:

Fax number

Email address

Contact name

Contact name

Drop off resumes at Employment Central
(MUST BE PICKED UP BY EMPLOYER)

For more information, applicants may

Call? Yes No

Visit? Yes No

Applicants should include:

Resume Cover letter References Driver's abstract