

Employer Request to Post Job Vacancy with Community Employment Services



* indicates mandatory field

Job Vacancy Details

* Job Title: * Number of Vacancies

* Hours:

Hours per day

Hours per week

Usual days of work (check)

Monday Tuesday Wednesday

Thursday Friday Saturday Sunday

or other (explain)

* Wages / Salary (please specify as applicable)

\$ per hour or

\$ per day or

\$ per week or

Other:

* Terms (Check which boxes are applicable)

permanent temporary full-time part-time on call casual rotating shifts

other (explain) _____

Student only? Yes No

* Job Location:

* Job Description: (Outline main job duties, environment, etc.)

* Job Requirements: (ie. experience, abilities, education, licenses, tools, etc.)

- Employer Details -

The following information is required in order for us to post your jobs, but will not be displayed.

* Employer Business Name

C.R.A.#

* Address:

* Phone Number: Ext. Fax:

Email:

* Contact Person:

Are you interested in using the Job Connect wage subsidy program to fill this position? Yes No
 Unsure (Learn more about Job Connect here)

Are you interested in using the Summer Jobs Service wage subsidy program to fill this position? Yes No
 Unsure (Learn more about SJS here)

Do you want your company name disclosed to candidates? Yes No

Date Job Vacancy Expires: (dd / mm / yy)

Provide any other details here including how you wish applicants to apply for position:

* Date Submitted: (dd / mm / yy)

All submissions will be reviewed by our Employer Services representatives who will be in contact with you. Job vacancies will be displayed on our Job Boards in Woodstock, Ingersoll and Norwich once they have been approved by Employer Services.

Note - completed form data is not saveable. Form may be completed online, then printed and faxed to CES at the number indicated below. Alternately, the blank form can be saved to your computer and later printed out, completed and faxed to same number.

Fax completed form to Employer Services at: (519) 539-7833