

Date posted: _____
Fax: (250) 478-8664

JOB ORDER FORM

Position Title: _____ **Number of vacancies:** _____

Salary: \$ _____ per hour/day **Start date:** _____

Please check:

- full-time
- part-time
- casual

Approx # of hours: _____

Duties: _____

Qualifications/Requirements: _____

Contact Information:

Business Name: _____
Address: _____ Postal Code: _____
Phone: _____ Fax: _____
E-mail address: _____
Contact name: _____

Application Procedure:

- Clients can view the job order on the WorkLink job board (no employer information given) and WorkLink will accept resumes on employer's behalf and forward them to you.
- Clients can fax resumes directly to employer (please provide fax number)
- Clients can e-mail resumes directly to employer (please provide e-mail address)
- Clients can mail resumes directly to employer (please provide mailing address)
- Clients can submit resumes in person to employer (please provide street address)

Some of our clients may be eligible for an unpaid work experience placement and/or a federal or provincial wage subsidy.

Please call us if you would like more information.

Please, let us know when the position is filled.