



81 Dundas St. West
Trenton ON K8V 3P4
Phone 613 392-9157
Fax: 613 392-8331

Job Posting Form

Employer Information

Date:

Employer/Company Name:

Contact Name:

Address:

Phone:

Fax:

Web:

Email:

Registered Business?

Job Posting Information

Job Type:

- Casual Part-Time Full-Time Seasonal/Temporary

Job Title:

Job Location:

Rate of Pay:

Benefits

yes

no

Shifts/Hours:

Start Date:

Education:

- High School College University Trade Certification Other

Notes:

Job Description: (Continue on separate sheet of paper if additional space is needed)

Skills/Experience Preferred:

(include special requirements such as; not being afraid of heights, working knowledge of power tools, personality etc.)

Requirements:

Drivers License Criminal Record Check Own vehicle Drivers Abstract

Other _____

Advertising Preferences

Post in Resource Centre

Post on Career Edge website

Pre-screen and/or pre-interview

Notes:

Other

Applicants to apply directly in person with resume

How to Submit Resume:

Phone Fax In Person Mail E-mail Submit to Career Edge

Type of Business: _____

Additional Notes/Comments/Appointments:
