

Making Your Job Posting Experience Fast and Easy!

Job Posting Options:

- Complete the Employer Job Posting Form (on page 2).
Fax to: **827-5870** or by emailing Richard Tousignant at esjsc3@accesswave.ca. (This form is also an electronic form that can be filled out on your computer and emailed to us if you prefer.)
- Contact Richard Tousignant @ 497-5238 or the Job Search Centre @ 827-5110. *We can fill out the Employer Job Posting Form for you* and post it on the local job board immediately.
- The information commonly found on a Job Posting consists of:
 - Job description
 - Name of Employer
 - Wage range
 - Required skills
 - Education
 - Experience
 - Anticipated start date
 - How to apply
- We will stay in contact with you throughout your employee search.

For further information please call Richard @ 497-5238 or 827-5110

Employer Job Posting Form

Job Title: _____

Employer: _____

Terms of Employment: Full Time Part-Time Temporary Casual

Wage: _____ Wage to be disclosed in posting? Yes No

Start Date: _____

Skills Required: _____

Education: Some High School Graduation High School
 Community College or University Not Applicable

Credentials (Certificates, Licences): _____

Experience Required: _____

Other Information: _____

How to Apply: In Person Mail Phone Fax Email

Address: _____

Phone: _____ Fax: _____ Email: _____