

EMPLOYMENT CENTRAL

Suite 202, 204 Black Street, Whitehorse, YT Y1A 2M9

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Employer Job Ad Posting Form

Business Name :		Contact Name:	
Address:		Contact Email:	
Phone:		Fax:	
Job Title:		# of Individuals Required:	Rate of Pay:
Job Description:			
Requirements/ Qualifications/ Certifications:			
Hours: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Auxiliary		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Variable	
Posting Date:		Closing Date:	
Preferred Application Process:			
<input type="checkbox"/> In Person:		<input type="checkbox"/> By Phone:	
_____ (Address)		_____ (Phone Number)	
_____ (Contact Name)		_____ (Contact Name)	
<input type="checkbox"/> By Fax:		<input type="checkbox"/> By E-Mail:	
_____ (Fax Number)		_____ (E-mail Address)	
_____ (Contact Name)		_____ (Contact Name)	
<input type="checkbox"/> Drop off resumes at Employment Central (MUST BE PICKED UP BY EMPLOYER)		For more information applicants may:	
		Call? Y <input type="checkbox"/> N <input type="checkbox"/>	
		Visit? Y <input type="checkbox"/> N <input type="checkbox"/>	
Applicants should include:			
<input type="checkbox"/> Resume <input type="checkbox"/> Cover letter <input type="checkbox"/> References <input type="checkbox"/> Driver's Abstract			