

Job Posting - Employer Intake Form

Office use only
 Date: _____ Intake Staff: _____ Uploaded

Company and Contact Details

Job Title*	Contact Email*
Company Name*	Direct Phone*
Contact Name & Title*	Fax
	Website

POSITION INFORMATION

Hours Per Week:
Hourly Wage Amount: * _____ or Salary _____ or <input type="checkbox"/> TBD <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Month <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____
Education/Training/Certificate requirements*
Position Requirements*
Location (Town, Province)*
Optional Description Upload
Type of Position <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temporary <input type="checkbox"/> Casual <input type="checkbox"/> Summer Student <input type="checkbox"/> Mat. Leave <input type="checkbox"/> Contract <input type="checkbox"/> Other _____

POSTING DETAILS

Applicants Apply to Job Posting through:*	<input type="checkbox"/> META <input type="checkbox"/> Directly to me (i.e. employer email address) Specify: _____
Where do you want this advertisement posted?*	<input type="checkbox"/> Meta website <input type="checkbox"/> Internal Job Board <input type="checkbox"/> Social Media

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PRIVACY

Would you like your company name to be displayed?

- Yes No

Would you like your website address alongside your job posting?

- Yes No

POSTING DATE & INSTRUCTIONS

Posting Closing Date* (DD/MM/YY) _____

SPECIAL INSTRUCTIONS _____

Examples of Position Requirements:

CUSTOMER SERVICE SKILLS

- Process customer transactions, cash, debit, credit point of sale and credit cards
- Excellent customer service and interpersonal skills
- Balance daily transactions using computer programs, calculators and adding machines
- Prepare customer statements and other correspondence for mailing
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts
- Microsoft Office software knowledge; Word, Excel, PowerPoint, Outlook

CASHIER

- Establish or identify price of goods, services or admission and tabulate total payment required using electronic or other cash register, optical price scanner or other equipment
- Receive and process payments by cash, cheque, credit card or automatic debit
- Wrap or place merchandise in bags
- Provide information to customers
- Calculate total payments received at end of work shift and reconcile with total sales
- Accept reservations and take-out orders
- Stock shelves and clean check-out counter area

- Finish products and equipment throughout plant manually or using powered equipment
- Possess own safety equipment i.e. safety glasses, steel toed boots
- Ability to lift up to 50 pounds
- Check and weigh materials and products
- Sort, pack, crate and package materials and products
- Assist machine operators, assemblers and other workers
- Clean work areas and equipment
- Perform other labouring and elemental activities
- Possess own tools

GENERAL

- Bondable
- A minimum of X years' experience
- Smart Serve Training
- WHMIS Training
- High School Diploma
- Valid DZ, G, License
- Clear criminal record check
- Clean Driver's Abstract

GENERAL LABOURER