

## SaskJobs – Job Order Form

Please complete and return to the [Canada-Saskatchewan Labour Market Services office](#) nearest you.

### EMPLOYER DETAILS (Registration)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

I have access to the Internet and wish to post my own job orders on SaskJobs. Please forward my Login information.

Yes  No

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### JOB INFORMATION

Job Title: \_\_\_\_\_

Job Location (City, Town, or Municipality) \_\_\_\_\_

Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of vacancies:

Terms of Employment:  Perm  Temp  Seasonal (until) \_\_\_\_\_  
 Full-time  Part-time  Casual  Contract

Salary (give range if appropriate) \$ \_\_\_\_\_ Hour / Day / Month / Year  
Depending on:  Experience  Education  Qualifications

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

How to Apply: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Post job for:  Hours  Days (circle) 1 2 3 4 Week(s) 1 Month

Would you like to accept applications directly to your email account?  yes  no

If **no Canadians, permanent residents, and/or foreign nationals with a valid work permit** are found to be qualified to fill the advertised position(s), do you intend on accessing the Temporary Foreign Worker Program in order to find a qualified individual?  yes  no

If yes, would the advertised position(s) be for any of the following:  yes  no

- Live-in Caregiver Program;
- Seasonal Agricultural Worker Program;
- Agricultural Stream; or positions related to on-farm primary agriculture

Please contact your Labour Market Services Office for more information on this program.

Your local Labour Market Services Offices can help you with any questions you might have about SaskJobs.ca, You can also contact [saskjobs@gov.sk.ca](mailto:saskjobs@gov.sk.ca) with any questions you may have.

**Creighton**

687 Bereskin Ave Creighton, SK S0P 0A0  
Telephone: (306) 688-1222 Fax (306) 688-0987  
Email: [LaRonge.cansask@gov.sk.ca](mailto:LaRonge.cansask@gov.sk.ca)

**Fort Qu'Appelle**

740 Sioux Ave Fort Qu'Appelle, SK S0G 1S0  
Telephone: (306) 786-1354 Fax: (306) 786-1541  
Email: [Fortquappelle.cansask@gov.sk.ca](mailto:Fortquappelle.cansask@gov.sk.ca)

**Ile a la Crosse**

La Jeunesse Avenue Ile a la Crosse, SK S0M 1C0  
Telephone: (306) 833-3235 Fax: (306) 833-3237  
Email: [Ile-a-la-crosse.cansask@gov.sk.ca](mailto:Ile-a-la-crosse.cansask@gov.sk.ca)

**La Ronge**

1328 La Ronge Avenue La Ronge, SK S0J 1L0  
Telephone:(306) 425-4520 Fax: (306) 425-4532  
Email: [LaRonge.cansask@gov.sk.ca](mailto:LaRonge.cansask@gov.sk.ca)

**Meadow Lake**

204 - 1st Street East Meadow Lake, SK S9X 1Z2  
Telephone: (306) 236-7538 Fax: (306) 236-7539  
Email: [MeadowLake.cansask@gov.sk.ca](mailto:MeadowLake.cansask@gov.sk.ca)

**Moose Jaw**

61A Ross Street West Moose Jaw, SK S6H 2M2  
Telephone: (306) 694-3699 Fax: (306) 694-3423  
Email: [MooseJaw.cansask@gov.sk.ca](mailto:MooseJaw.cansask@gov.sk.ca)

**North Battleford**

15 - 9800 Territorial Drive North Battleford, SK S9A 3N6  
Telephone: (306) 446-8705 Fax: (306) 446-8707  
Email: [NorthBattleford.cansask@gov.sk.ca](mailto:NorthBattleford.cansask@gov.sk.ca)

**Regina**

1911 Broad Street Regina, SK S4P 1Y1  
Telephone: (306) 787-2160 Fax: (306) 787-3944  
Email: [Regina.cansask@gov.sk.ca](mailto:Regina.cansask@gov.sk.ca)

**Swift Current**

129 2<sup>nd</sup> Ave NE Swift Current, SK S9H 4G3  
Telephone: (306) 694-3699 Fax: (306) 694-3423  
Email: [SwiftCurrent.cansask@gov.sk.ca](mailto:SwiftCurrent.cansask@gov.sk.ca)

**Yorkton**

72 Smith Street East Yorkton, SK S3N 2Y4  
Telephone: (306) 786-1354 Fax: (306) 786-1541  
Email: [Yorkton.cansask@gov.sk.ca](mailto:Yorkton.cansask@gov.sk.ca)

**Estevan**

202-1302 - 3rd Street Estevan, SK S4A 0S2  
Telephone: (306) 637-3820 Fax: (306) 637-4570  
Email: [Estevan.cansask@gov.sk.ca](mailto:Estevan.cansask@gov.sk.ca)

**Humboldt**

623 - 7th Street Humboldt, SK S0K 2A0  
Telephone: (306) 752-6243 Fax: (306) 752-6259  
Email: [Humboldt.cansask@gov.sk.ca](mailto:Humboldt.cansask@gov.sk.ca)

**Kindersley**

Telephone: (306) 446-8705 Fax: (306) 446-8707  
Email: [Kindersley.cansask@gov.sk.ca](mailto:Kindersley.cansask@gov.sk.ca)

**Lloydminster**

4108 - 70 Avenue Lloydminster, AB T9V 2X3  
Telephone (306) 825-6418 Fax: (306) 825-6496  
Email: [Lloydminster.cansask@gov.sk.ca](mailto:Lloydminster.cansask@gov.sk.ca)

**Melfort**

400 Burns Avenue East Melfort, SK S0E 1A0  
Telephone: (306) 752-6243 Fax: (306) 752-6183  
Email: [Melfort.cansask@gov.sk.ca](mailto:Melfort.cansask@gov.sk.ca)

**Nipawin**

501 – 2nd Street East Nipawin, SK S0E 1E0  
Telephone: (306) 752-6243 Fax: (306) 752-6183  
Email: [Nipawin.cansask@gov.sk.ca](mailto:Nipawin.cansask@gov.sk.ca)

**Prince Albert**

1288 Central Avenue Prince Albert, SK S6V 6G1  
Telephone: (306) 953-2488 Fax: (306) 953-2763  
Email: [PrinceAlbert.CanSask@gov.sk.ca](mailto:PrinceAlbert.CanSask@gov.sk.ca)

**Saskatoon**

225 1st Avenue North Saskatoon, SK S7K 2H6  
Telephone (306) 933-6281 Fax: (306) 933-7801  
Email: [Saskatoon.cansask@gov.sk.ca](mailto:Saskatoon.cansask@gov.sk.ca)

**Weyburn**

11 3<sup>rd</sup> St. NE Weyburn, SK S4H 0W5  
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