

JOB ORDER FORM
www.focuscdc.on.ca
Email info@focuscdc.on.ca

**46 Wellington Street West
Alliston, ON L9R 2B8
Phone (705) 435-9821
Fax (705) 435-0931
Toll free 1-877-513-0187**

Have you used our services in the past? ☐ Yes ☐ No

How did you hear about our service? ☐ Newspaper ☐ Family\Friend ☐ Another Employer Other _____

Would you like to receive information regarding Wage Subsidy? ☐ Yes ☐ No

Do you want the company name to appear on the posting? ☐ Yes ☐ No

Company Name: _____ Company Description: _____

Owner's Name: _____ Contact Name
(For Resumes) _____

Mailing Address: _____ City/Town: _____ Postal Code: _____

Street Address: _____ E-mail: _____

Phone Number: _____ Alternate Number: _____ Fax Number: _____

No. of years established: _____ Business Sector: ☐ Public ☐ Private ☐ Non-Profit No. of employees: _____

This is a summer position: ☐ Yes ☐ No The position is suitable for: ☐ Adult ☐ Student ☐ Either

Employment Status:

☐ Permanent Full Time ☐ Permanent Part Time ☐ Part-Time Casual\Seasonal\Contract ☐ Full-Time Casual\Seasonal\Contract

Terms of employment if Casual\Seasonal\Contract: _____

Job Title: _____ Job Location: _____ Start Date: _____

Hours per week: _____ Shift work required?: ☐ Yes ☐ No Hourly wage: _____ ☐ Day shift ☐ Night shift

Days of the week required ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun ☐ Varied Shifts

Brief job description:

Qualifications Required:

Is there a deadline/closing date for applying? ☐ No ☐ Yes Date: _____

Additional requirements for the position: ☐ Drivers Licence ☐ Car ☐ Ability to travel Certificates and/or Licences _____

Should candidates apply directly to the company? ☐ Yes ☐ No

If YES, how should the candidates apply? In person ☐ Fax ☐ E-mail: _____

Do you want your website displayed on the job posting? ☐ No ☐ Yes Website: _____

Would you like Focus to collect resumes? ☐ Yes ☐ No

If YES, how would you like to receive the resumes? Pick up resumes at the Focus office ☐ Fax ☐

- **We encourage employer's to conduct their own reference checks, as this is not included in our services.**
- **All jobs are posted for one month unless the Employer notifies us to extend or close the posting.**



TERMS OF USE

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I understand that FOCUS provides a job order service that is publicly accessible and as such FOCUS cannot control how third parties will use the information once posted on the FOCUS job board. I also understand that because the job posting is available publicly that FOCUS cannot take responsibility for candidates having all the qualifications for the positions to which they have applied. However, employers can make arrangements with FOCUS to assist in collecting resumes but these arrangements must be made with a FOCUS representative.

I acknowledge that the FOCUS job order service will not post ads where there are currently no available openings. Additionally, job advertisements containing inappropriate information, which includes offensive or illegal language or content, defamatory statements, inflammatory or discriminatory content based on gender, sexual orientation, religious affiliation, disability and/or ethnicity or any commercial solicitation and/or advertising will not be advertised. Any morally offensive job will not be advertised on the job board.

I understand that it is my responsibility to ensure that my job advertisement complies with all applicable federal/provincial/territorial legislation including employment standards and human rights legislation. (If you are unsure of the applicable employment standards for your job advertisement, please refer to the Labour Standards guide for Ontario.)

FOCUS will not post job advertisements and will remove them, without notice, if they fail to comply with the above or for any other reason deemed appropriate.

Your position will remain posted for one month, please notify Focus if you fill the position or if you need to extend it before that time.

Employer Signature

Date

Company Name