

**JOB ORDER FORM**  
[www.focuscdc.on.ca](http://www.focuscdc.on.ca)  
Email [info@focuscdc.on.ca](mailto: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

46 Wellington Street West  
Alliston, ON L9R 2B8  
Phone (705)435-9821  
1-877-513-0187  
Fax (705) 435-0931  
www.focuscdc.on.ca

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