



Job Order Form

BUSINESS NAME:			
CONTACT NAME :		CONTACT PERSON'S TITLE:	
ADDRESS:		BUSINESS PHONE:	CELL:
CITY:		FAX:	
POSTAL CODE:		EMAIL:	
NATURE OF BUSINESS (i.e.: Retail, Construction, Service Industry, Building Maintenance):		LENGTH OF TIME IN OPERATION:	# OF EMPLOYEES:
HOURS OF OPERATION:	BUS ACCESSIBLE: Y or N	REASON FOR HIRING:	

JOB TITLE:	SALARY:	PERMANENT TEMPORARY SEASONAL FULL-TIME PART-TIME
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POSITION DESCRIPTION (What does a typical day look like?)

Job Duties:	
1)	Details:
2)	Details:
3)	Details:
4)	Details:

REFERRAL PROCEDURES:	<input type="checkbox"/> Post to Job Board (Open to everyone) <input type="checkbox"/> Recruiting for YMCA Talent <input type="checkbox"/> Both	POSTING DEADLINE (dd/mm/yy):
HOW TO APPLY:	IN PERSON / FAX / EMAIL / MAIL / PHONE / YMCA Staff Representative	