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| ***Job Postings***PSESP list employment opportunities on our website and on job boards in the rural Southwest communities. This is a **NO COST** service to help serve employers and job seekers. |
| **Business Name:** |  |
| **Business Location:** |  |
| **Payroll number:** only fill in if option #3 is checked off |  |
| **Business Contact Name:** |  |
| **Phone:** |  | **Fax:**  |  | **Email:** |  |
| **Job Ad distribution** | **Please check all the options that apply for Job AD distribution** |
| **Option #1** | **General posting on Facebook – on Prairie Skills Facebook page** Includes a picture, brief job description, location, Prairie Skills contact info |
| **Option #2** | **Job ad on Facebook – Shows up as a ‘jobs in the area’ posting (reaches a broader range of potential qualified applicants)**Includes a picture, brief job description, location, Prairie Skills contact info |
| **Option #3** If yes, please provide payroll number above. | **Government Job Bank – Job bank takes up to 5 days for approval by the government**Detailed job description, all potential applicants will be given the employers direct contact info including all job details provided to Prairie Skills below |
| **Job Detail** | **Please provide as much details as possible** |
| **JOB TITLE** |  |
| **Wage (hourly, range)** | $ |
| **P.T. – F.T. / Seasonal** |  |
| **Start Date:** |  |
| **Job Requirements:**(Example)Grade 12 or Equivalent Driver’s LicenceCertificationSkills |  |
| **Please check all that apply.** |  Willing to train Apprenticeship Minimum year experience |
| **Date Posted** |  |
|  | **All job postings are active for 30 days unless otherwise stated.** |

Date: Employer’s signature: