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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 Licence  Certification  Skills | |  | | | | |
| **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: