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◆ E-mail us: info@kamworksearch.com

◆ Visit us online: www.kamworksearch.com

EMPLOYER JOB POSTING FORM

BUSINESS INFORMATION

Date: _____

Business Name: _____

Contact Name(s): _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Website: _____

Would you like to receive a copy of your posting? No Yes, by fax Yes, by e-mail

(If yes, do you want to APPROVE it prior to posting?) Yes No

Post this advertisement for: 2 weeks Specific Date: _____

JOB INFORMATION

Job Title: _____ Full/Part Time/Casual: _____

(list all that apply)

Start Date: _____

Hours: _____ Wage: _____

Qualifications: **Please outline below any details that you wish to have listed in your job posting.**

Soft Skills (i.e. Personal qualities: work ethic, interpersonal skills, communication skills, willingness to learn)

- _____
- _____
- _____

Hard Skills (i.e. Specific technical skills or knowledge: machine operation, abstract/licence status, certification)

- _____
- _____
- _____

APPLICATION GUIDELINES

How would you like people to apply? Phone Fax E-mail In Person Online

Do you want a cover letter included? Yes No

Do you want a contact name identified? Yes No (If yes, please specify: _____)

Do you want your website identified? Yes No

Interested in Targeted Wage Subsidy? Go to www.kamhirepower.com for more information

When developing a job posting the information included must adhere to the Human Rights Code as follows:

“A person must not publish or cause to be published an advertisement in connection with employment or prospective employment that expresses a limitation, specification or preference as to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age unless the limitation, specification or preference is based on a bona fide occupational requirement.”

Administered by: TQM Consulting

CAO Initials: _____