

Date:	
<b>Job Order Form</b>	
<b>EMPLOYER</b>	
Employer	
Contact Ph #	
Work Place	
Business Number (GST)	
<b>JOB INFORMATION</b>	
Job Title	
Job Description	
Qualifications	
Position Status	1. Odd Job 2. Permanent - A. Part-time B. Full Time
Hours	
Days	
Wage	
<b>APPLICATION INFORMATION</b>	
Send: Resume - Cover Letter - References - Clients Directly	
To:	
Deadline	
<b>NOTES</b>	
<b>OFFICE STAFF CHECK LIST</b>	
Record Info to Job Book	
Distribute Copies to Career Advisor/Job Placement Officer	
Odd Job: Contact clients from the odd job list and refer them to employer	
Part/Full Time Job: Consult with Career Advisor/Job Placement Officer	
How likely are you to recommend JC services to someone looking for similar services?	
1	2
3	4
5	
Not at all	Somewhat likely
Probably	Likely
Very Likely	

I have read the following statement to the employer. " NCDS does not pre screen the odd job candidates. It is your responsibility as the employer to provide WSIB coverage to your

Initials employees. We are not responsible for any injury incurred during employment"