

# YWCA TORONTO Job Order Form

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City & Postal Code \_\_\_\_\_

Closest Intersection \_\_\_\_\_ TTC Accessible? \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Type of Business \_\_\_\_\_ # of employees \_\_\_\_\_

Office Environment & Dress Code \_\_\_\_\_

Position Title \_\_\_\_\_

Hours of Work \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Duties & Responsibilities \_\_\_\_\_

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Skills & Experience Required \_\_\_\_\_

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Hiring Process (e.g. # of interviews, testing, etc.) \_\_\_\_\_

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