

Summer Jobs for Youth 2011 – Job Order Form for Employers

Date received: _____

Company name: _____

Third Party Liability Insurance: Yes ___ No ___ WSIB or Equivalent Coverage: Yes ___ No ___

Company business number: _____

Are you able to provide training, supervision and support to the youth? Yes ___ No ___

Job Title: _____ Rate of Pay: **\$10.25 per hour**

of Positions Available: _____

How many hours per week is each position: _____

Times of Work: 9am to 5pm or _____

Days of work (circle): Sun Mon Tues Wed Thurs Fri Sat

Initial Contact(s) at Workplace: _____

Other Contact(s): _____

Company address: _____ Postal Code: _____

Intersection: _____ Specify Bus Route: _____

Phone #: () _____ Fax #: () _____ Email: _____

Job description attached or: _____

How did you hear about this program? Poster Someone told you about it Youthconnect.ca Flyer/Letter
 TV/Radio/Newspaper Other

Complete as needed: Factors for Job Success

<input type="checkbox"/> Dress code	<input type="checkbox"/> Driver's license	<input type="checkbox"/> Customer service skills	<input type="checkbox"/> Predominantly female staff
<input type="checkbox"/> Lots of interaction with people	<input type="checkbox"/> Hand-eye coordination	<input type="checkbox"/> Multiple tasks to complete	<input type="checkbox"/> Needs speed on the job
<input type="checkbox"/> Work requires sitting	<input type="checkbox"/> Work requires standing	<input type="checkbox"/> High noise level	<input type="checkbox"/> Very busy periods
<input type="checkbox"/> Lifting: _____ lbs	<input type="checkbox"/> Literacy level required: _____	<input type="checkbox"/> Work with different supervisors	<input type="checkbox"/> Equipment/Machinery: _____
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Able to handle routine	<input type="checkbox"/> Predominantly male staff	
<input type="checkbox"/> Allergy alert? ○ Dust ○ Fumes ○ Other: _____		<input type="checkbox"/> Work w/ children or vulnerable populations IF YES POLICE CHECK RECOMMENDED	

Other Notes: _____

Staff Signature Taking Job Order: _____