



**ALBERNI VALLEY EMPLOYMENT CENTRE**

Port Alberni: Fax: 250.724.4565 • Phone: 250.724.4560, ext.. 227 or 232

Ucluelet: Fax: 250.726.2975 • Phone: 250.726.4243

Tofino: Fax: 250.725.2845 • Phone: 250.725.8805

---

---

# JOB ORDER

(Contact Name: \_\_\_\_\_ Ph: \_\_\_\_\_)

Date: \_\_\_\_\_

Do you want your company identified in the advertisement?  Yes  No

Job Title(s): \_\_\_\_\_

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

Job location:  Port Alberni  Ucluelet  Tofino  Bamfield

**\*\* NOTE: AVEC does not post jobs located outside the Port Alberni / West Coast region. To post a job in another region, please log on to the Canada Job Bank website at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) .**

Number of positions available: \_\_\_\_\_

Job start date: \_\_\_\_\_

Closing date for applications: \_\_\_\_\_

Schedule:  Full-Time  Part-Time  Casual  Temporary

Wage: \_\_\_\_\_

Hours: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills and Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How to apply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For confidentiality reasons, we cannot give lists of names to employers. However, the Alberni Valley Employment Centre may contact individuals who they feel may be suited for the position, and have the individual(s) contact the employer to make appropriate arrangements.*