

AEC Job Order Form

Date:

Employer

Business Name:

Contact Name:

Phone Number:

Email Address:

Job Information

Job Title:

Job Description:

Qualifications:

Position Status:

Student Position

Permanent

Full Time

Part Time

Temp

Hours:

Days:

Wage:

Application Information: please send

Resume

Cover Letter

References

Clients Directly

Other

To:

Deadline:

Notes

Office Use Only

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. "AEC does not prescreen the odd job candidates. It is your responsibility as the employer to provide WSIB coverage to your employees. We are not responsible for any injury incurred during employment"

Initials: [Click here to enter text.](#)