

STUDENT EMPLOYMENT AND EXPERIENCE DEVELOPMENT PROGRAM (SEED)

Summer Employment Placement Component



Department of Post-Secondary
Education and Training,
Employment Division

EMPLOYER WORK ORDER FORM

Part 2

(Formulaire disponible en français)

PLEASE PRINT CLEARLY // INCOMPLETE FORMS WILL BE RETURNED

Name of Employer <input type="text"/>			Name of Contact Person Mr. <input type="checkbox"/> <input type="text"/> Ms. <input type="checkbox"/> <input type="text"/>		
Department Code (if applicable) <input type="text"/>			Contact's Phone <input type="text"/> <input type="text"/> - <input type="text"/>		
Address of Employer <input type="text"/>			Contact's Fax <input type="text"/> <input type="text"/> - <input type="text"/>		
City, Town, Village			Province		Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
			Contract Number (if applicable) <input type="text"/>		
			Work Order No. <input type="text"/>		

JOB INFORMATION

Job Title

Number of Positions Weeks / Job Start Date (Y M D) Salary / Hr. \$

Institution Type			Minimum Year		Maximum Year		Education Code				Language(s)	
H	C	U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Skill Codes

Computer Skill Codes

Location code - where work is to take place

Locations codes - where student could be referred

SCREENING PRIORITY

Education Status Skills Computer Skills Students Home Location

Please give a brief description of job and job duties.
