

**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 _____

Skills & Experience Required _____

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



YWCA
TORONTO

A TURNING POINT
FOR WOMEN



United Way

YWCA Toronto Employment Services, 3090 Kingston Road,
Tel 416.261.3457 or 416.269.0090, Fax 416.261.1096