



**ALBERNI VALLEY EMPLOYMENT CENTRE**

Port Alberni: Fax: 250.724.4565 • Phone: 250.724.4560, ext. "0"

Ucluelet: Fax: 250.726.2975 • Phone: 250.726.4243

Tofino: Fax: 250.725.2845 • Phone: 250.725.8805

# JOB POSTING ORDER FORM

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

Are you interested in our Wage Subsidy Service?  Yes  No

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

Would you like us to share this job on our Facebook Page?  Yes  No

Job Title (one job title per posting): \_\_\_\_\_

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 [WorkBC - Find Workers](#).**

Number of positions available: \_\_\_\_\_ Job start date: \_\_\_\_\_

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

Schedule:  Full-Time  Part-Time  Casual  Temporary

Wage (REQUIRED \*): \_\_\_\_\_

**\*As of Nov 1 2023 the BC Pay Transparency Act requires that all public job postings include a wage. See [Guidance on Job Postings](#) for more info.**

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

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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