

The * indicates the required information for the Nova Scotia Works Digital job post. All other information is considered optional.

Job Title*

Company Name*

Location (city)*

<Location of the job.>

Employers only need to submit 1 completed job post form to 1 Nova Scotia Works centre for each job they want posted. All Nova Scotia Works centres, across the province, now post jobs on the same website: www.novascotiaworks.ca.

Company Description

Job Description*

Key Responsibilities*

Qualifications*

What we provide

<Add any benefits or perks the employer will provide to the job seeker who fills this position, such as health benefits, vacation, pension, company smartphone, company car, etc.>

Compensation

\$

- Per Hour
- Per Day
- Per Year

Type of Employment* <select 1 from the list below>

- Full-time
- Part-time
- Permanent
- Temporary
- Contract
- Casual
- Seasonal

Closing Date for Job Posting*

<Last day the job will be posted on Nova Scotia Works Digital site>

Date (MM/DD/YYYY)

How to apply*

< Include instructions on how the job seeker applies for the job. Add necessary details such as mailing Address, Email, Website, etc.>

Employer Contact Information <The employer contact who provided the information about the job.>

Name:

Email:

Phone:

Staff Person who worked with the employer:

Date Completed: