CBOQ Job Posting Submission

**How to use this form**: Complete each field with as much information as you have available. These fields follow the format of the on-line posting. Save this form and then email it as an attachment to cgouveia@baptist.ca.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Church or Ministry** |  | | | | | | | |
| **Job Title** |  | | | | | | | |
| **Brief Job Description** | | | | | | | | |
|  | | | | | | | | |
| **Job Type** | Full-time |  | | Part-time |  | If PT, # of hours per week | |  | |
| **Permanent** |  | | **Job Language** (e.g., English, Spanish): | | | |  | |
| **Posting end date** |  | | | | | | | | |
| **Overview of Church and Community (recommended)** | | | | | | | | |
|  | | | | | | | | |
| **Qualifications and Education Requirements** | | | | | | | | |
|  | | | | | | | | |
| **Role and Responsibilities** | | | | | | | | |
|  | | | | | | | | |
| **Preferred Skills** | | | | | | | | |
|  | | | | | | | | |
| **Resume Submission details – how should people apply?** | | | | | | | | |
|  | | | | | | | | |
| <Church Name> welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. **\*\*\*** | | | | | | | | |
| **Contact Email for this posting** |  | | | | | | | |
| **Ministry Website** |  | | | | | | | |
| **Full Address of Church/Organization** |  | | | | | | | |

**\*\*\*** This is required of all employers as of 2017 and will be included in your posting. Become familiar

with the legislation at <https://www.ontario.ca/page/accessible-workplaces>