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>