CBOQ Ministry Position Submission Form

**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. Fields marked with \* are required. Save this form and then email it as an attachment to **communications@baptist.ca**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Church or Ministry** |  | | | | | | | |
| **Job Title** |  | | | | | | | |
| **Brief Job Description (required)** | | | | | | | | |
| **Please provide a brief description of the position you are posting.** | | | | | | | | |
| **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 (required)** | | | | | | | | |
| **Tell applicants a little about the church/ministry and the community you serve.** | | | | | | | | |
| **Church Purpose/Mission Statement** | | | | | | | | |
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| **Qualifications and Education Requirements** | | | | | | | | |
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| **Role and Responsibilities** | | | | | | | | |
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| **Preferred Skills** | | | | | | | | |
|  | | | | | | | | |
| **Salary Range** (optional) |  | | | | | | | |
| **Resume Submission details** | | | | | | | | |
| **Include contact name, email address and any other submission requests.** | | | | | | | | |
| **<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** | **Who should CBOQ contact if there are questions or concerns? This may not be the same person to whom submissions are sent.** | | | | | | | |
| **Church/Ministry Website** |  | | | | | | | |
| **Full Address of Church/Ministry** |  | | | | | | | |

**\*\*\*** 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>