

## SaskJobs – Job Order Form

Please complete and return to the [Canada-Saskatchewan Labour Market Services office](#) nearest you.

### EMPLOYER DETAILS (Registration)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
I have access to the Internet and wish to post my own job orders on SaskJobs. Please forward my Login information.  
 Yes  No

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### JOB INFORMATION

Job Title: \_\_\_\_\_  
Job Location (City, Town, or Municipality) \_\_\_\_\_  
Job Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of vacancies: \_\_\_\_  
Terms of Employment:  Perm  Temp  Seasonal (until) \_\_\_\_\_  
 Full-time  Part-time  Casual  Contract

Salary (give range if appropriate) \$ \_\_\_\_\_ Hour / Day / Month / Year  
Depending on:  Experience  Education  Qualifications

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

How to Apply: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Post job for: \_\_\_\_Hours \_\_\_\_Days (circle) 1 2 3 4 Week(s) 1 Month  
Would you like to accept applications directly to your email account? \_\_\_\_yes \_\_\_\_no

If **no Canadians, permanent residents, and/or foreign nationals with a valid work permit** are found to be qualified to fill the advertised position(s), do you intend on accessing the Temporary Foreign Worker Program in order to find a qualified individual? \_\_\_\_yes \_\_\_\_no

If yes, would the advertised position(s) be for any of the following: \_\_\_\_yes \_\_\_\_no  
a) Live-in Caregiver Program;  
b) Seasonal Agricultural Worker Program;  
c) Agricultural Stream; or positions related to on-farm primary agriculture

Please contact your Labour Market Services Office for more information on this program.

Your local Labour Market Services Offices can help you with any questions you might have about SaskJobs.ca, You can also contact [saskjobs@gov.sk.ca](mailto:saskjobs@gov.sk.ca) with any questions you may have.

#### **Creighton**

Email: [LaRonge.cansask@gov.sk.ca](mailto:LaRonge.cansask@gov.sk.ca)  
Telephone: (306) 688-1222  
Fax (306) 688-1221  
Job Order Line (for Employers): (306) 425-4520

#### **Estevan**

Labour Market Services Office  
202-1302 - 3rd Street  
Estevan, SK S4A 0S2  
Telephone:(306) 637-3820  
Fax: (306) 637-4570  
Email: [Estevan.cansask@gov.sk.ca](mailto:Estevan.cansask@gov.sk.ca)  
Job Order Line (for Employers):  
(306) 637-3820

#### **Fort Qu'Appelle**

Community-Hosted Job Search Resource Centre  
Parkland College  
740 Sioux Ave/P.O. Box 398  
Fort Qu'Appelle, SK S0G 1S0  
Email: [FortQuappelle.CanSask@gov.sk.ca](mailto:FortQuappelle.CanSask@gov.sk.ca)  
Telephone: (306) 786-1354  
Fax: (306) 786-1541  
Job Order Line (for Employers): (306) 786-1354

#### **Humboldt**

Community-Hosted Job Search Resource Centre  
Humboldt and District Community Services  
517 Main Street (Chamney Building)  
Humboldt, SK S0K 2A0  
Email: [Humboldt.cansask@gov.sk.ca](mailto:Humboldt.cansask@gov.sk.ca)  
Telephone: (306) 933-6281  
Fax: (306) 933-7801  
Job Order Line (for Employers): (306) 933-5859

#### **Ile a la Crosse**

Email:[Ile-a-la-crosse.cansask@gov.sk.ca](mailto:Ile-a-la-crosse.cansask@gov.sk.ca)  
Telephone: (306) 236-7538  
Fax: (306) 236-7539  
Job Order Line (for Employers): (306) 236-7538

#### **Kindersley**

Email:  
[Kindersley.cansask@gov.sk.ca](mailto:Kindersley.cansask@gov.sk.ca)  
Telephone: (306) 446-8705  
Fax: (306) 446-8707  
Job Order Line (for Employers): (306) 446-8705

#### **La Ronge**

Labour Market Services Office  
1328 La Ronge Avenue/P.O. Box 5000  
La Ronge, SK S0J 1L0  
Email: [LaRonge.cansask@gov.sk.ca](mailto:LaRonge.cansask@gov.sk.ca)  
Toll Free: 1-866-888-4520  
Telephone: (306) 425-4520  
Fax: (306) 425-4532  
Job Order Line (for Employers): (306) 425-4520

#### **Lloydminster**

Labour Market Services Office  
5 - 4517 - 50 Avenue  
Lloydminster, SK S9V 0Z9  
Email:  
[Lloydminster.cansask@gov.sk.ca](mailto:Lloydminster.cansask@gov.sk.ca)  
Telephone:(306) 825-6418  
Fax:(306) 825-6496  
Job Order Line (for Employers):  
(306) 825-6418

#### **Meadow Lake**

Labour Market Services Office  
204 - 1st Street East  
Meadow Lake, SK S9X 1Z2  
Email: [MeadowLake.cansask@gov.sk.ca](mailto:MeadowLake.cansask@gov.sk.ca)  
Toll Free: 1-855-289-5313  
Telephone: (306) 236-7538  
Fax: (306) 236-7539  
Job Order Line (for Employers): (306) 236-7538

#### **Melfort**

Community-Hosted Job Search Resource Centre  
Melfort Public Library  
106 Crawford Avenue West  
Melfort, SK S0E 1A0  
Email: [Melfort.cansask@gov.sk.ca](mailto:Melfort.cansask@gov.sk.ca)  
Telephone:(306) 953-2488  
Fax: (306) 953-2763  
Job Order Line (for Employers):  
(306) 953-2545

#### **Moose Jaw**

Labour Market Services Office  
61A Ross Street West  
Moose Jaw, SK S6H 2M2  
Email: [MooseJaw.cansask@gov.sk.ca](mailto:MooseJaw.cansask@gov.sk.ca)  
Telephone: (306) 694-3699  
Fax: (306) 694-3423  
Job Order Line (for Employers): (306) 694-3177

#### **Nipawin**

Community-Hosted Job Search Resource Centre  
Nipawin Public Library  
501 - 2nd Street East  
Nipawin, SK S0E 1E0  
Email: [Nipawin.cansask@gov.sk.ca](mailto:Nipawin.cansask@gov.sk.ca)  
Telephone:(306) 953-2488  
Fax: (306) 953-2763  
Job Order Line (for Employers):  
(306) 953-2545

#### **North Battleford**

Labour Market Services Office  
15 - 9800 Territorial Drive  
North Battleford, SK S9A 3N6  
Email: [NorthBattleford.cansask@gov.sk.ca](mailto:NorthBattleford.cansask@gov.sk.ca)  
Telephone: (306) 446-8705  
Fax: (306) 446-8707  
Job Order Line (for Employers): (306) 446-8705

#### **Prince Albert**

Labour Market Services Office  
100-1288 Central Avenue  
P.O. Box 3003  
Prince Albert, SK S6V 6G1  
Email:  
[PrinceAlbert.CanSask@gov.sk.ca](mailto:PrinceAlbert.CanSask@gov.sk.ca)  
Telephone: (306) 953-2488  
Fax: (306) 953-2763  
Job Order Line (for Employers):  
(306) 953-2545

#### **Regina**

Labour Market Services Office  
1955 Broad Street  
Regina, SK S4P 1Y1  
Email: [Regina.cansask@gov.sk.ca](mailto:Regina.cansask@gov.sk.ca)  
Telephone: (306) 787-2160  
Fax: (306) 787-3944  
Job Order Line (for Employers): (306) 787-1400

#### **Saskatoon**

Labour Market Services Office  
225 1st Avenue North  
Saskatoon, SK S7K 2H6  
Email:  
[Saskatoon.cansask@gov.sk.ca](mailto:Saskatoon.cansask@gov.sk.ca)  
Telephone: (306) 933-6281  
Fax: (306) 933-7801  
Job Order Line (for Employers):  
(306) 933-5859

#### **Swift Current**

Community-Hosted Job Search Resource Centre  
Great Plains College  
129 - 2nd Ave NE/P.O. Box 5000  
Swift Current, SK S9H 4G3  
Email: [SwiftCurrent.cansask@gov.sk.ca](mailto:SwiftCurrent.cansask@gov.sk.ca)  
Telephone: (306) 694-3699  
Fax: (306) 694-3423  
Job Order Line (for Employers): (306) 694-3177

#### **Weyburn**

Community-Hosted Job Search Resource Centre  
Weyburn Chamber of Commerce  
11 - 3rd St NE  
Weyburn, SK S4H 0W5  
Email: [Estevan.cansask@gov.sk.ca](mailto:Estevan.cansask@gov.sk.ca)  
Telephone: (306) 637-3820  
Fax: (306) 637-4570  
Job Order Line (for Employers):  
(306) 637-3820

#### **Yorkton**

Labour Market Services Office  
72 Smith Street East (1st Floor Kuziak Building)  
Yorkton, SK S3N 2Y4  
Email: [Yorkton.CanSask@gov.sk.ca](mailto:Yorkton.CanSask@gov.sk.ca)  
Telephone: (306) 786-1354  
Fax: (306) 786-1541  
Job Order Line (for Employers): (306) 786-1354