



JOB POSTING/SERVICE REQUEST FORM

Date Submitted: _____

Contact Information:

Organization Name: _____
 Contact Name: _____
 Address: _____
 City, Province: _____
 Postal Code: _____
 Phone Number: _____
 Email: _____

Are you a non-profit organization, university department or farm producer? YES NO

Services Requested

	Fee	Quantity	Total Amount
Job posting	\$100 each*	_____	_____
Unlimited postings	\$1000/year*	_____	_____
Event organization	\$150 each	_____	_____
Room rental	date(s): _____ \$50/room/day or	_____	_____
	date(s): _____ \$25/room/half day	_____	_____
Small logo beside company name on postings page <i>(100 pixel square maximum - GIF or JPG file)</i>	\$50	_____	_____
Feature logo on postings page <i>(200 pixel square maximum - GIF or JPG file)</i>	\$100/month or \$700/ year	_____	_____
		Sub Total:	_____
		GST (5%):	_____
		Grand Total:	\$ _____

*Job postings are free for non-profit organizations, university departments and farm producers.

Details of Job Posting

New Job Posting (check as many as needed)

- Permanent Summer
 Co-op Part-time
 Term

Job Posting Title: _____

Deadline: _____

Send PDF of job description to ag_job_placement@umanitoba.ca

Posting must be in PDF format and include:

- Job title
- Type of job, e.g. summer, permanent, etc.
- Deadline
- Email for applications
- Location

Change to Current Job Posting

Current job posting title: _____

Change of deadline. Current deadline: _____ New deadline: _____

Replace posting (only if ad specifications change) - re-send PDF of new ad via email to ag_job_placement@umanitoba.ca

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Payment Options

Invoice

Cheque made payable to the "University of Manitoba"

VISA Mastercard Card No. _____ Exp Date: ____/____

Name on card: _____ Signature: _____

To Submit:

1. **Please fax your order and a copy of your job posting to: (204) 474-7697.** Please do not email completed order form attached to job posting in the same PDF file. If order form is sent by email, **it MUST be separate from posting.**

2. **Please also email your job posting (PDF) and/or logos to: ag_job_placement@umanitoba.ca**

Checklist when sending your job posting PDF:

- Job title
- Type of job, e.g. summer, permanent, etc.
- Deadline
- Email for applications
- Location

3. **If sending payment by cheque (made payable to "University of Manitoba") please mail to:**

Job Placement Office
Faculty of Agricultural and Food Sciences
160 Agriculture Building
University of Manitoba
Winnipeg, MB R3T 2N2

Questions? Call us at 474-6943 or email ag_job_placement@umanitoba.ca