# Humanities Career Apprenticeship ProgramPosition Posting Form 2023

Thank you for submitting a position for the Humanities Career Apprenticeship Program, a partnership between McMaster University and the City of Hamilton.

Please complete the job posting form with as much detail as possible. This will encourage a higher number of applications for your position.

All postings must be received before 4:00pm on January 20, 2023.

Mandatory fields are marked with an asterisk (\*)

## Company Profile

|  |  |
| --- | --- |
| \*Company Name |  |
| \*Number of Employees |  |
| \*Website |  |
| Division |  |
| \*Address 1 |  |
| Address 2 |  |
| \*City |  |
| \*Province | Ontario |
| \*Postal Code |  |
| \*Phone  |  |
| \*Email  |  |

## Employer Contact

Employer contact information is not shared with students.

|  |  |
| --- | --- |
| \*Contact First Name |  |
| \*Contact Last Name |  |
| \*Contact Position Title |  |
| \*Telephone |  |
| Fax |  |
| Website |  |
| \*Email |  |
| \*Address Line 1 |  |
| Address Line 2 |  |
| \*City | Hamilton |
| \*Postal Code |  |

## Job Posting Information

|  |  |
| --- | --- |
| \*Job Title |  |
| \*Job Location | Hamilton |
| \*Start Date (ideally May 1, 2023) |  |
| \*End Date (end of April, 2024) |  |
| \*Job DescriptionPlease include an introduction to your company and the kind of work that you do, as well as a brief overview of the role (including duties and responsibilities). If different than company address, please also include where in Hamilton the employee will work. (e.g. Hamilton Mountain, Downtown Core, etc.).Type below. |
| \*Qualifications Please include key skills. Type below. |
| \*Rate of Pay/Salary(must be a minimum of $40,000 annually) |  |
| Required Application Documents (Please list other documents) | Resume XCover Letter XOther (please list) \_ |

\*Please check to confirm the following eligibility criteria for the program.
As an employer, we:

* have been in existence for at least 2 years and have a minimum of 5+ employees
* are based in Hamilton, Ontario;
* will provide the employee with health and safety training and will provide appropriate precautions to ensure that the employee is supervised in order to protect the employee from health and safety hazards that may be encountered;
* possess general liability insurance in the amount of at least $2 million minimum ($5 million is recommended);
* are in full compliance with all municipal, provincial, and federal guidelines regarding COVID safety; and,

Please save and submit your completed job posting form to:
Cristina Foley
Manager, Career and Experiential Programs
Faculty of Humanities, McMaster University
cfoley@mcmaster.ca