



JOB TRADING REGISTRATION FORM (PLEASE PRINT CLEARLY)

REGULAR/CLASSIFIED INSTITUTIONAL SERVICES STAFF ONLY

JOB TRADING ELIGIBILITY CRITERIA

- Must hold a full-time or part-time classified position within the Ontario Public Service
Jobs cannot be traded when a surplus situation exists
Employees may only job trade with another classified employee who is in the same job, the same classification and in the same bargaining category, in accordance with their Collective Agreement

Employee Information (Please print clearly)
LAST NAME, FIRST NAME, HOME ADDRESS (including Postal Code)
Continuous Service Date (mm/dd/yy), CONTACT # (including Area Code), WIN #, E-MAIL ADDRESS:
Category (Please check one or more as applicable)
Regular Full-Time, Regular Part-Time, Designated Bilingual
Home Position Information
Position Title:
Classification:
Institution:
Job Trade locations are to be listed in order of preference, and will be treated as such. If more space is required, please attach a separate page.
Institution:
Institution:
Institution:
Institution:
Employee Signature: Date:

INSTRUCTIONS

- Forward completed form to the Transition Unit, Institutional Services, 150 Dufferin Avenue, Suite 704, London, ON N6A 5N6 OR Fax to 519-661-6182.