



Job Centre
d'emploi

www.KEYS.ca

 **KEYS**
Job Centre d'emploi
Innovative Services
for the Entire Community

How to
**GET A
JOB**



I want to get a job in Lanark, Leeds or
Grenville!!

- Resume, cover letter and interview skills
- Exploring job options
- Supporting your job search
- Assisting with work-related supports
- Connecting you with potential employers
- Providing short-term, on-the-job support
- Employer/employee liaison
- Doing frequent follow up with you

Services we can provide.

READY, WILLING and ABLE TO WORK

- You are an ODSP client **or** have a disability that is verifiable by a medical doctor or other recognized professional and can complete forms
- Have secured reliable childcare, transportation etc.
- Be motivated, want to be working and open to different opportunities
- Be willing to share paystubs monthly
- Be able, physically & mentally at a level appropriate to the position

Eligibility for Service

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