

Careers Careers Careers Careers Careers Careers

500 career training

**NEW LOCATION**

TORONTO SCHOOL OF BUSINESS



**One Phone Call Can Change Your Life!**

Picture yourself in an exciting new career! It could happen in as little as six months... and it all begins with one phone call.

Choose From Our Exciting Career Options:

Business Administration	Legal Secretary / Medical Office Assistant
Hotel & Restaurant Management	Word Processing
Micro Computer Business Applications	Dental Chairside Assistant
Computer Programming & Systems Analysis	Micro Computer Electronics
Travel & Tourism	Accounting & Computers
Computer Support / Office (includes Networking)	Bank Telling / Financial Services
	Executive Secretary

If you are 45 years of age or older and recently laid off you may qualify for training assistance from the provincial government.

- Financial Assistance may be Available
  - Pre-Employment Readiness Training Will Teach You How to Get a Job
- Not all courses available at all campuses.

Enroll Now For **NOVEMBER** CALL TODAY Limited Space Available

**TORONTO School of Business**

Helping YOU Build a Better Life!

**MARKHAM (905) 472-2591**  
8515 McCowan Rd.  
Corner Hwy. 7 & McCowan (opposite Markville Shopping Centre)

42 locations coast to coast

**JOB FINDING CLUB**

For Unemployment Insurance (UI) or Social Assistance recipients (SAR)

The Ethnic Business Council provides a hands-on approach to assist job-ready clients in:

- Accessing the Hidden Job Market
- Preparing an effective resume and cover letter
- Developing networking and interview skills
- Getting that job!

To register call (905) 513-9909

A 3-Week Job Search Course funded by:

*People Investing In People*  
**CANADA EMPLOYMENT CENTRES**  
MARKHAM NEWMARKET RICHMOND HILL

GET THAT JOB!



**COMPUTER/OFFICE SKILLS**

- |             |          |         |
|-------------|----------|---------|
| Windows 95  | Excel    | AccPac  |
| WordPerfect | Word     | Bedford |
| Lotus 123   | Harvard  | Dos     |
| Typing      | Graphics | dBase   |

Start anytime-Flexible schedule Day and evening Courses

**ACADEMY OF LEARNING MARKHAM - 940-8973**

LAD OFF - OVER 45: You may qualify for training assistance from the Provincial Government



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**COMPUTER TRAINING LATEST SOFTWARE**

LAST CHANCE for FALL COURSES

START A NEW CAREER IN 1996! Play and Learn (Call for Details)

Train in only 4 months for an exciting, new career

- Microsoft Office, WordPerfect & Lotus
- Supervisory Skills • Bookkeeping

Call our Career Advisor, TODAY! Financial assistance may be available

Full instruction by experienced adult educators.

MARKHAM (905) 940-9100  
MISSISSAUGA (905) 238-6422  
AJAX (905) 427-1922

DIAMOND MANAGEMENT INSTITUTE

505 careers

**EARN UP TO \$550 A WEEK**  
We need people to make jewelry (necklace, bracelets, earrings). Job available coast to coast from your home. No experience needed! Send a self-addressed stamped envelope to: Kevenchris Corp., 991 Matheson Blvd. E., Unit #5, Ref. 431, Mississauga, Ontario, L4W 2V3

510 general help

**CONSTRUCTION LABOURER**  
\$8 - \$12 per hour depending on experience  
905-642-2680

**Seneca College**  
Faculty of Developmental Trades & Apprenticeship Studies

Enhancement Workshops for a 21<sup>st</sup> Century Career

- Successful Contract Employment - Oct. 31 - Nov. 1
- Excellence in Communications - Nov. 2/3
- Operating a Home Based Business - Nov. 7/8
- 2<sup>nd</sup> and 3<sup>rd</sup> Job Interviews - Nov. 9, 10

**EIGHT OTHER WORKSHOPS OFFERED**

Available to the business sector and eligible U.I. recipients in York Region

**RICHMOND HILL AND NEWMARKET CAMPUSES**  
(905) 898-6199 (ext. 246) (905) 773-7141 (ext. 246)

*People Investing In People*  
**CANADA EMPLOYMENT CENTRES**  
MARKHAM - NEWMARKET - RICHMOND HILL

510 general help

**Experienced Factory Workers Required**  
Payrate \$7.00+ p/hr  
Must be flexible to work 3 Shifts  
Safety shoes required  
**OPEN HOUSE**  
Sat. October 21st, 10:00 a.m. - 3:00 p.m.  
3950 - 14th Avenue, Suite 201, (Warden & 14th)  
Bring resume & 2 names & phone #'s of work related references.  
**Olsten Staffing Services**

**Please Check Your Ad!**

**MODELS AND ACTORS NEEDED**  
For TV, Commercials, T.V. Series, Movies and print  
• Men 16 - 40 years  
• women 14-55 years  
• and kids 2-13 years.  
Call 416-221-3829

505 careers

**THE YORK REGION BOARD OF EDUCATION** requires

Senior Benefits Representative, Human Resources \$36,729 - \$41,181  
- coordinates and supervises staff responsible for benefit administration  
- at least three years related experience and strong computer skills required

Hardware Technician, Information Services \$18.10 - \$19.30 per hour  
- upgrading and servicing board-supported networks  
- a diploma in a computer-related field and own transportation required

Internet Network Analyst, One Year Contract Position \$40,004 - \$49,324 per annum  
- responsible for implementing and servicing internet network access by schools  
- a diploma from a community college in a computer-related field with at least two years experience

Programmer Analyst, Four Year Contract Position \$24.42 - \$25.62 per hour  
- responsible for design and programming of administrative applications  
- university degree or diploma in Computer Science  
- a minimum of 2 years writing BASIC and/or COBOL application programs in a DIGITAL VAX/VMS environment is a must

Qualified interested applicants are invited to send their applications by Monday, October 23, 1995 to the:

Coordinator, Benefits and Administration  
Employee Services  
60 Wellington Street West  
Aurora, Ontario  
L4G 3H2  
Phone: (416) 969-8131 or (905) 727-3141 Ext. 226  
Fax: (905) 841-3943

The York Region Board of Education respects the privacy of its employees and potential employees. In accordance with Section 17(1) of the Education Act, the personal information submitted will be used for selection and employment purposes. Please include written permission to check references.

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

Celebrating Student Success!

Bill Crothers  
Chair

Bill Hogarth  
Director



Immediate Positions  
Part Time / Full Time  
**Experienced Pizza Makers with car.**  
Call 905-294-8181 Mary or Steve

**DUCT CLEANER REQUIRED**  
Part time Nights  
Call 472-6587

**JUST OPENING!**  
We need 25 people immediately for management/inventory control / marketing/assistant manager. No experience necessary. Job training provided.  
Call Valerie at (905) 477-9308

**MATURE PART TIME**  
Person wanted for information & lottery booth. Please apply in person at Info Booth, Markville Shopping Centre.

**SPORTS MINDED PEOPLE**  
Looking for several sharp ambitious people to help run various positions. No experience necessary will train. Start immediately. Rapid advancement.  
Call Sophia (905) 477-7553

**MANAGERS & ASST. MGRS**  
For temporary holiday candle store in local shopping mall. Retail exp. necessary. Call 1-800-836-8797 Extension 0. Markville Mall