

**EDMONTON DENTAL ASSISTANTS ASSOCIATION**

**C/O 4 Elbow Drive, Devon AB, T9G 1M5**

**Ph/Fax (780) 987-2022**

**Email: edaa@interbaun.com**

Thank you for contacting the EDAA Employment Registry. We would be happy to fax you a current listing of our members who are looking for work. Please provide the following information to us and we will send the Employment Registry listing out to you promptly. **Please print and make dark enough to read on a fax.**

**Please fill out one form per position available. NO COVER PAGE required. Thank you.**

1) Name of DENTIST position will be with \_\_\_\_\_

2) Ph # \_\_\_\_\_ - \_\_\_\_\_ Fax # \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

3) Details of position you wish to fill:

**Is this position:** permanent \_\_\_\_\_ temporary \_\_\_\_\_ Maternity Leave \_\_\_\_\_

Start date \_\_\_\_\_ If temporary, End date \_\_\_\_\_

Chairside \_\_\_\_\_ Reception \_\_\_\_\_ other \_\_\_\_\_

PT \_\_\_\_\_ # days/wk FT \_\_\_\_\_ # hrs/wk Relief/Temp \_\_\_\_\_

Identify any Evening hours? \_\_\_\_\_ weekend hours? \_\_\_\_\_

Name of Computer Software used in office (ex. DMS Gold) \_\_\_\_\_

4) **Minimum** Registration Status requirement for this job. (**Circle ALL that apply**)

ISP Student RDA (chairside) Basic 5 Intraoral skills Expanded 6 skills Temp Rest's PP

Ortho PDM-scaling HCP other (ie. experience) \_\_\_\_\_

5) Where is your office located? Edmonton N S E W other \_\_\_\_\_

6) You may select **ONLY ONE** method. How do you want members to apply for this job?

**Confidential / DO NOT POST JOB at this time** \_\_\_\_\_ by PH \_\_\_\_\_ by FAX \_\_\_\_\_ by Email \_\_\_\_\_

7) Services Requested: Post job on the registry \_\_\_\_\_ Send RDA list \_\_\_\_\_ Send Salary Guide \_\_\_\_\_

8) Name of person authorized to speak with EDAA about this request \_\_\_\_\_

We also have members who are not listed with the Employment Registry who call to find out which employers are looking for staff. If your job is **not** posted then these members will not have access to the job information. It is the intention of the EDAA to respect the confidentiality of both employer and EDAA member when requested. All job openings will be posted in our registry for 1 month.

**We require that employers call or fax us back** to let us know when they have filled the job opening listed with us and let us know if they have hired someone from our Employment Registry or filled the position through other means. **If your position is still open after 1 month please call us to update the job posting.** This will enable us to ensure the service is working for both our members and employers. **THANK YOU.**



The EDAA has fully funded and operated the Employment Registry or some form of employment services for our members and as a complimentary service to employers since 1968. **Any donations from employers utilizing these services are very much appreciated and will be used for the continuing operations of these services. If you wish, please send your donation to the**

**EDAA c/o 4 Elbow Drive Devon AB T9G 1M5.**

**A receipt will be sent for all donations received. Thank you for your support.**