



Employment List

As a service to its members, MSOT is maintaining a list of occupational therapists (registered with MSOT) who are currently seeking either full time or part time employment or who may be available for casual employment. This list will be made available to employers at their request.

MSOT is not responsible for finding employment for its members.

In order to have your name included in the MSOT Employment List, please complete the following form and return it to:

MSOT
7 - 120 Maryland Street
Winnipeg, Manitoba
R3G 1L1
Fax: (204)775-2340
Email: msot@mts.net

_____ **YES**, I would like my name on the MSOT Employment List

Name: _____

Phone: _____

E-mail: _____

COTM# _____ **or Not yet Registered with COTM** _____

Hours/Dates Available: _____

Specialty Areas: _____

Other Information: _____

Member's Signature: _____

Date: _____

POLICY: Maintenance of MSOT Employment List

OFFICER: Coordinator of Member Services

PURPOSE: .1 to provide a service to members by maintaining a list of members actively seeking employment
.2 to provide this service within the financial and human resources of MSOT

POLICY: MSOT will maintain a current list of members who are seeking employment. MSOT will provide this list to employers who request it. Following the provision of the MSOT Employment List to an employer, all communication will occur between the employer and the MSOT member(s). MSOT is not responsible for finding employment for its members.

PROCEDURE:

- 1.0 MSOT members wishing to be on the Employment List will complete the MSOT Employment List registration form. The registration forms will be available at the MSOT office and may be included with the annual registration package.
- 2.0 The MSOT Employment List will be maintained at the MSOT office.
- 3.0 Employers will contact the office and be provided with a copy of the current list. All further communication will be conducted between the employer and the MSOT member. It is the employer's responsibility to confirm that therapists are registered with COTM to practice in Manitoba.
- 4.0 Therapists who have found employment will inform the office to have their name removed from the MSOT Employment List.