

# Employment Posting Form



*\*please remit copy of this order with payment\**

To ensure proper processing of the job posting, please do the following:

- E-mail Kelly McGrath ([kelly@atsa.com](mailto:kelly@atsa.com)) the employment posting(s) as a Word document or text attachment. Be sure include any pertinent links or contact info in the employment posting that candidates can use to inquire about the posting and methods for applying for the position.
- Complete this form and fax/email/mail to Kelly McGrath at the ATSA office with applicable payment. See below for payment advice.
- Each employment opportunity (each position open for employment) is considered an individual posting and will be charged accordingly:

**1 Month posting = \$50.00 / 3 Month posting = \$100.00 / 6 Month posting = \$150.00**

Must provide start/end date(s) or announcement will not be posted. Agency is responsible for tracking end-date should the position still be available/open. Agency is responsible for contacting ATSA to extend end-date. Once ATSA receives payment, this completed Employment Posting Form, and employment announcement, it will take approximately one week to process. Please adjust the START/END dates to reflect that process, or enter "ASAP" as start date. One free round of edits are included.

Contact:

Agency:

Address:

City

State /Prov

Postal Code

Agency Phone:

Country:

E-mail:

Post on Web:

Start/Post Date: mm/dd/yyyy

End/Remove Date: mm/dd/yyyy

List Position(s):

Please call the ATSA office with your credit card payments:  
(503) 643-1023

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

Checks or money orders can be mailed to the address below. Please include this form and the employment posting text with your check or money order payment.

**Association for the Treatment and Prevention of Sexual Abuse**

9450 SW Gemini Drive | PMB 24121 | Beaverton, Oregon 97008 USA  
Phone: 503.643.1023 | Fax: 503.643.5084 | [office@atsa.com](mailto:office@atsa.com) | [www.atsa.com](http://www.atsa.com)