

APPLICATION FOR EMPLOYMENT

MANAGEMENT USE ONLY

Application No.

Position Desired

Application Date

Name (Print)
First Last Middle

Present Address
Street & Number City Province Postal/P.O. Box Code

How long have you lived there?
Years Months

Previous Address
Street & Number City Province Postal/P.O. Box Code

How long have you lived there?
Years Months

Telephone No.: Cell Phone No.: E-mail:

Have you ever worked for this Company before?
 Yes No

How did you hear about the position?

Were you referred by a current Employee? If so, who?

AVAILABILITY:

What is the date you will be available to start working? Desired number of working hours per week:

List the hours you are available to work in the chart below. Write "Open" if you have no time constraints.:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
PM							

EDUCATION:

School Name	Years Completed	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra Curricular Activities
Elementary:				
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other				

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give company name and supply business references. [Use space at end of Application or add additional page(s) if necessary]

Present or Last Employer	Employed From <u>DD / MM / YYYY</u> To <u>DD / MM / YYYY</u>	Your Title or Position	Exact Reason for Leaving
Address		Supervisor's Name and Title	
City Province			
Postal Code			
Phone Number			

Present or Last Employer	Employed From <u>DD / MM / YYYY</u> To <u>DD / MM / YYYY</u>	Your Title or Position	Exact Reason for Leaving
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City Province			
Postal Code			
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Address		Supervisor's Name and Title	
City Province			
Postal Code			
Phone Number			

Have you ever been terminated or asked to resign from any job?
If yes, please explain circumstances: Yes No

Please explain fully any gaps in your employment history:

May we contact your current employer?
If No, please explain: Yes No

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying.

Have you ever used another name? Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: Yes No

If hired, can you furnish proof that you are over 18 years of age?
 Yes No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying?
 Yes No

Do you have adequate transportation to and from work?
 Yes No

If a driver's license is required for the position for which you are applying, do you have a current driver's license?

Yes No Issuing Province _____ License No.: _____ Expiration Date: DD / MM / YYYY

Have you ever used another name? Yes No. Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: Yes No

How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?

YEAR _____ NUMBER OF DAYS _____

YEAR _____ NUMBER OF DAYS _____

YEAR _____ NUMBER OF DAYS _____

PERSONAL REFERENCES

Please list persons who know you well -- not previous employers or relatives

	Name	Occupation	Address (Street, City and Province)	Telephone Number	Number of Years Known
1					
2					
3					

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Date DD / MM / YYYY	Signature of Applicant
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NOTE: (Incomplete and/or unsigned applications, including signing of the accompanying Applicant's Statement and Agreement, will not be considered.)