

Application For Employment



The Human Rights Code prohibits discrimination in employment because of race, national or ethnic origin, citizenship, religion, age, sex or sexual orientation, marital or family status, Handicap, disability, language (Province of Quebec), or record of offences (including an offence in respect of any provincial statute).

Date: _____

PERSONAL

Name _____

Present Address _____ Prov. _____ Code _____
Tel.No. () _____

Job(s) applied for 1. _____ Rate of pay expected \$ _____ per _____
2. _____ Rate of pay expected \$ _____ per _____

How did you learn of this opening? _____

Do you want to work Full-time or Part-time? Indicate days and hours below, if part-time.

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Have you worked for us before? _____ If yes, when? _____

If hired, on what day will you be available to start work? _____

Are there any other experiences, skills, or qualifications that you feel would especially fit you for work with us? (If necessary, additional space is provided on page 3 under Personal References).

If hired, do you have reliable means of transportation to get to work? _____

Are you bondable? (Answer only if you have been advised that this information is reasonable and relevant to the position applied for) Yes No

EDUCATION BACKGROUND

Name of Institute	Town/City	Yrs Completed	Did you graduate?	Degree/Dipl.

Describe any honours you have received.

PRIOR WORK HISTORY (List in order, last or present employer first)

Dates		Name & Address of Employer	Rate of pay		Supervisor's Name and Title	Reason for Leaving
From	To		Start	Finish		

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From	To		Start	Finish		

May we contact any of the employers listed above? _____

If not, indicate which one(s) you do not wish us to contact. _____

PERSONAL REFERENCE

Give the names of at least 3 persons who can supply information pertinent to your job performance (excluding former employers or relatives).

Name and Occupation	Address	Phone Number
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	

Have you been convicted of a criminal offence for which a pardon has not been granted?

Our organization is committed to providing a healthy and safe working environment free from the negative effects of alcohol and drug use. We have an alcohol and drug policy to support this commitment to health and safety. This policy requires participation in an alcohol and drug testing program, including a pre-employment drug test. In addition, we may also require you to undergo a pre-employment physical to ensure that you are capable of meeting the physical and related demands of the job for which you are applying.

I hereby authorize my prospective employer and its representatives to verify the information contained in this Application of employment. I further agree that any willful omission or misrepresentation shall be considered sufficient cause for denial or termination of employment.

I, the undersigned, grant permission to my prospective employer and its representatives to collect personal information about me (including test results of any kind) and to conduct reference and credit checks and a criminal record search for criminal convictions for which a pardon has not been granted. This information may be used to evaluate my application for employment and, if I am hired, this information may be kept in my employment file and updated from time to time. I agree that this information may be shared with my prospective employer's affiliated or related companies should I be considered for employment by any such companies. This permission includes my consent to the collection, use, disclosure and retention of information under the Personal Information, Protection and Electronic Document Act.

Date _____ Signature _____