



# Application Form

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral source: Advertisement \_\_\_\_\_ Employee \_\_\_\_\_  
(Please be specific) Relative \_\_\_\_\_ Walk-in \_\_\_\_\_  
Private employment agency \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
last first middle

Address \_\_\_\_\_  
street city province postal code

Telephone # (\_\_\_\_) \_\_\_\_\_ S.I.N. # \_\_\_\_\_

If necessary, best time to call at home is \_\_\_\_\_

May we contact you at work?  Yes  No  
If yes, work number and best time to call (\_\_\_\_) \_\_\_\_\_ Time \_\_\_\_\_

Have you filed an application here before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you legally eligible to work in Canada?  Yes  No

Are you between the ages of 18 and 65?  Yes  No

Date available for work \_\_\_\_\_

Type of employment desired:  Full time  Part time  Temp  Co-op

are you on lay-off and subject to recall?  Yes  No

Are you willing to relocate?  Yes  No Are you willing to travel?  Yes  No

Will you work overtime if required?  Yes  No

Do you have a valid driver's license?  Yes  No

Are you bondable?  Yes  No

## Employment History

Employer	Dates employed From:            to:	Duties and Responsibilities
Address	Phone #	
Job title	Hourly rate/salary starting \$                    per	
Supervisor & title	Hourly rate/salary final \$                    per	
Reason for leaving		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

Employer	Dates employed From:            to:	Duties and Responsibilities
Address	Phone #	
Job title	Hourly rate/salary starting \$                    per	
Supervisor & title	Hourly rate/salary final \$                    per	
Reason for leaving		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

Employer	Dates employed From:            to:	Duties and Responsibilities
Address	Phone #	
Job title	Hourly rate/salary starting \$                    per	
Supervisor & title	Hourly rate/salary final \$                    per	
Reason for leaving		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

## Skills and Qualifications

Summarize special skills and qualifications acquired from employment experiences that may qualify you for work with our company\_\_\_\_\_

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## Education

<b>Secondary school</b>		<b>Business, trade or technical school</b>	
Highest grade/level completed		Name of Course	Length of Course
Type of certificate or diploma received		License, certificate or diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Community College</i>		<i>University</i>	
Name of Course	Length of Course	Length of Course	Degree Awarded <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pass <input type="checkbox"/> Honours
Diploma received? <input type="checkbox"/> Yes <input type="checkbox"/> No		Major subject	
Other courses, workshops, Seminars		Licenses, certificates, degrees	
Work related skills			
Describe any of your work related skills, experience or training that relate to the position being applied for.			

## References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years known
1.		
2.		
3.		

List special accomplishments, awards, etc. (exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or other protected status).

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List any additional information you would like us to consider.

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I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Have you attached an additional sheet?  Yes  No