

Application for Employment

Name _____ Date _____
Last First Middle

Address _____
Street City Province Postal Code

Telephone # _____ Other Phone # _____ Email _____

Referred by _____

Position(s) applying for _____ Date available _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Salary desired _____

Are you legally eligible for employment in this country? Yes No

Languages: English French Other _____

Are you available to work overtime if required? Yes No Weekends if required? Yes No

Have you been employed at this company before? Yes No

If yes, when? _____ Please provide details _____

As part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you object to such a procedure?

Yes No

EDUCATIONAL BACKGROUND

List previous three educational institutions attended, beginning with the most recent.

SCHOOL	CITY, PROVINCE	GRADUATED?		DEGREE(S)/DIPLOMA(S)
		Yes	No	EARNED

EMPLOYMENT BACKGROUND

Provide the following information, beginning with the most recent position.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
Yes No Later				
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
Yes No Later				
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				

JOB TITLE		HOURLY RATE/SALARY		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
Yes No Later				
EMPLOYER	TELEPHONE	DATES EMPLOYED		
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
Yes No Later				

COMMENTS (including explanation of any gaps in employment):

PLEASE ANSWER THE FOLLOWING QUESTIONS

What was the best job you've ever had? Why did you like it so much?

What was your least favourite job? What did you NOT like about it?

Who was the best supervisor or manager you've had? What characteristics made that person a good manager?

Think of the WORST supervisor or manager you've had. What characteristics made that person a POOR manager?

What are your greatest strengths?

As your skills and abilities relate to your work experiences, what are the areas for improvement?

What traits or characteristics do you most admire in co-workers?

What traits or characteristics do you most DISLIKE in co-workers?

What was the funniest thing that ever happened to you at work?

What do you think is the most difficult part of sales / customer service work?

Imagine you have been on your feet and working hard all day. A customer you are assisting is rude and impatient, what do you do?

REFERENCES

Please provide three references. No relatives please.

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUMBER

I certify that all the information I have provided is true, complete and correct.

I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in Canada.

Applicant's Signature _____ **Date** _____