**APPLICATION FOR EMPLOYMENT**

PLEASE COMPLETE THE ENTIRE APPLICATION

|  |  |
| --- | --- |
| **Date of Application:** |  |
| **Name:** |  |
| **Email:** |  |
| **Contact Numbers:** |  |
| **Position(s) you are applying for:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **How many hours per week are you able to work?** | | | |
| Up to 16 hours | 16-20 hours | 20-35 hours | 35+ hours |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| When are you available to work?  Share your availability  (ie. 7am – 3pm) | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you interested in seasonal or short-term work?**  Yes (specify period below)  No | | | |
| 3 months | 6 months | 1+ year | Summer and holidays only |

|  |
| --- |
| **Tell us about yourself! Why would you be a great fit for us?** |
|  |

|  |  |
| --- | --- |
| **Are you currently in school, or did you recently graduate? Tell us what you’ve been studying:**  Currently in School  Graduated  Other | |
| Post Secondary Institution: | Highest Grade/Level Completed or Area and year of Study |
| **What else have you been up to? Tell us about your most recent job. (Leave blank if this is your first job)** | |
| Name of Employer and Your Position: | Dates of employment (start and end date or current) |
| Describe your job duties: | Why are you looking for a change? |

|  |  |
| --- | --- |
| **Do you have a reference for this position? If so, fill in the details below:** | |
| Supervisor Name: | Supervisor Title: |
| Phone: | Email: |

**Do you have any additional references?** Please provide the names of 2-3 people who can be contacted to provide a reference for you. At least one should be work-related, unless this is your first job. If this is your first job, please share one of your teachers who can recommend you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone number** | **Email** | **How do you know this person?** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Formal Stuff** | | | | |
| I confirm I am eligible to work in Canada | | Yes | No | Unsure |
| Do you have a Driver’s License? | Class 7L | Class 7N | Class 5 | Other |
| If a Criminal Record Check is required, would you be able to provide a clear one? | | Yes | No | Unsure |

|  |
| --- |
| **Is there anything else you’d like us to know?** |

My signature confirms that all the information on this application form is true and complete. I understand that any falsification or deliberate omission may disqualify my application or lead to my dismissal if I am hired by [COMPANY].

**Signature: Date:**

**Thank you for applying for a position with us!**

*Feel free to modify this template as necessary to fit your organization and the specific job requirements.*