**APPLICATION FOR EMPLOYMENT**

PLEASE COMPLETE THE ENTIRE APPLICATION

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

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

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

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

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

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| **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.

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

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| **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 |

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| **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.*