APPLICATION FOR EMPLOYMENT

*PLEASE COMPLETE THE ENTIRE APPLICATION*

|  |  |  |
| --- | --- | --- |
| Position being applied for: |  | Date available to begin work: |
|  |  |  |  |
| **PERSONAL DATA** |
| Last Name | Given Name(s) | Type of Employment |
|  |  | [ ]  Temporary |  [ ]  Full Time |  [ ]  Part Time |
| Street Address | Phone Number |
|  |  |
| City | Province | Postal Code | Email Address: |
|  |  |  |  |
| Are you legally eligible to work in Canada? [ ]  Yes [ ]  No | Do you have a Driver’s License? | [ ]  Yes [ ]  No |
| Have you ever been employed by, or volunteered with [Company Name]? | [ ]  Yes | [ ]  No |
| If yes, where? | When? | Position held |
|  |  |  |
| **EDUCATION** |
| *To determine your qualification for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as employment history. Additional information may be attached.* |
| SECONDARY SCHOOL | BUSINESS, TRADE OR TECHNICAL SCHOOL |
| Highest grade or level completed |  | Area of Study | Length of course: |
|  |  |
| UNIVERSITY/COLLEGE | OTHER EDUCATION: |
| Area of Study | Degree/Diploma Received |  |  |  |
|  |  |  |  |  |
| Languages in which you have working ability (optional): |  |
| Describe any of your work-related skills, experience or training that relate to the positions being applied for. |
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|  |
| **EMPLOYMENT** |
| Name and Address of present/last employer | Present/Last job title |
|  |  |
|  | Period of employment |  |
|  | From | To |  |
|  | Name of Supervisor | Phone |
|  |  |  |
| Type of Business | Reason for leaving |
|  |  |
| Duties/Responsibilities |
|  |
|  |
|  |
| Name and Address of previous employer | Previous job title |
|  |  |
|  | Period of employment |
|  | From | To |
|  | Name of Supervisor | Telephone |
|  |  |  |
| Type of Business | Reason for leaving |
|  |  |
| Duties/Responsibilities |
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|  |
| Name and Address of previous employer | Previous job title |
|  |  |
|  | Period of employment |
|  | From | To |
|  | Name of Supervisor | Telephone |
|  |  |  |
| Type of Business | Reason for leaving |
|  |  |
| Duties/Responsibilities |
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|  |
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| **REFERENCES:** Provide details for at least 2 people who can be contacted to provide a reference for you. At least one should be a professional reference. If this is your first job, please share one of your teachers who can recommend you. Include name, phone number, email, and how you know this person.  |
| Your present/last employer? |  [ ]  Yes | [ ]  No |  |
| Your former employer(s)? |  [ ]  Yes | [ ]  No |  |
| **Tell us about yourself and why you would be a great fit for [COMPANY NAME]:** |
| If a Criminal Record Check is required, would you be able to provide a clear one?  |
| 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. |
| Have you attached an additional sheet or resume? | Signature | Date |
| [ ]  Yes | [ ]  No |  |  |

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

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|  |

**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.*