

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Position sought: _____ Full-time _____ Part-time _____
How did you hear about us? Ad _____ Friend/Acquaintance _____ Employment Office _____ My own initiative _____

Your name: _____
Your mailing address: _____

Postal Code: _____

Your phone number: (____) _____
Alternate phone number: (____) _____
Date you are available: _____

Rate your computer skills (check one): Very experienced (business/recreational) _____
Average (business/recreational) _____
Recreational (games & internet only) _____
Some skills _____
No experience _____

If pertinent, list computer programs that you are proficient in which you believe are of benefit to this position:

Software name: _____ Level/version: _____
Software name: _____ Level/version: _____
Software name: _____ Level/version: _____
Software name: _____ Level/version: _____
Software name: _____ Level/version: _____

List equipment that you are proficient in using which you believe is of benefit to this position:

Equipment: _____ Years experience: _____
Equipment: _____ Years experience: _____
Equipment: _____ Years experience: _____
Equipment: _____ Years experience: _____
Equipment: _____ Years experience: _____

List certificates, diplomas or degrees which you hold that you believe are of benefit to this position:

1. Name of certificate/diploma/degree: _____
Institution: _____ Year received: _____
2. Name of certificate/diploma/degree: _____
Institution: _____ Year received: _____
3. Name of certificate/diploma/degree: _____
Institution: _____ Year received: _____

Have you previously supervised other employees (check one)? Yes _____ No _____

Have you previously trained other employees (check one)? Yes _____ No _____

Briefly outline other skills you possess which you believe are of benefit to this position:

Most recent employer Business Name: _____

Address & City: _____

Your start date: Month _____ Year _____

Your last day: Month _____ Year _____

Your job title: _____

Your supervisor: _____

Briefly outline your duties: _____

Second recent employer Business Name: _____
Address & City: _____
Your start date: Month _____ Year _____
Your last day: Month _____ Year _____
Your job title: _____
Your supervisor: _____
Briefly outline your duties: _____

Third recent employer Business Name: _____
Address & City: _____
Your start date: Month _____ Year _____
Your last day: Month _____ Year _____
Your job title: _____
Your supervisor: _____
Briefly outline your duties: _____

References:
Name: _____
Phone#: _(_____) _____
Indicate your relationship to this person (friend, employer, teacher, landlord, neighbour...)?

Name: _____
Phone#: _(_____) _____
Indicate your relationship to this person (friend, employer, teacher, landlord, neighbour...)?

Name: _____
Phone#: _(_____) _____
Indicate your relationship to this person (friend, employer, teacher, landlord, neighbour...)?

Are you attaching a resume? Yes _____ No _____

Other information that may assist us in reviewing your application:

Thank you for submitting your application.

For internal use only: Date received: _____ Reviewed by: _____ Follow-up by: _____

