

**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: \_\_\_\_\_

