

APPLICATION FOR EMPLOYMENT

TOWN OF REDCLIFF

Date: _____

PERSONAL

Name _____
Last First Middle Initial

Present Address _____
No. Street City Province Postal Code

Telephone Number (_____) _____
Area

Job(s) applied for 1. _____ Rate of pay expected \$ _____ per _____
2. _____ Rate of pay expected \$ _____ per _____

How did you learn of this opening? _____

Do you want to work Full-time or Part-time. Specify days and hours if part-time _____

Have you worked for us before? _____ If yes, when? _____

If hired, on what date will you be available to start work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with us?

If hired, do you have a reliable means of transportation to get to work? _____

Are you bondable? (Answer question only if information is relevant to position applied for) Yes No

Do you meet the minimum age requirement for this position (if applicable) Yes No

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME & ADDRESS	FROM	TO	GRADUATED	COURSE OR MAJOR
SECONDARY SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
POST GRADUATE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS OR TRADE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER				<input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIOR WORK HISTORY (LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST)

DATES ----- FROM TO	NAME AND ADDRESS OF EMPLOYER	RATE OF PAY ----- START FINISH	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING

Describe in detail the work you did

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Describe in detail the work you did

May we contact the employers listed above? _____ If no, indicate below which ones you do not wish us to contact?

PERSONAL REFERENCES

Give the names of at least 3 persons who can supply information pertinent to your job performance (excluding former employees or relatives)

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our Company, use the space below to summarize any additional information necessary to describe your full qualifications.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this Company will be based on your merit and on no other consideration.

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the fact set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant _____

APPLICANT - COMPLETE THIS SECTION ONLY AFTER YOU ARE HIRED

Do not answer any *italicized* questions below the double line unless the employer has checked the box next to the question. A check indicates that the information requested is needed for 1) Benefit Programs, 2) is in compliance with national security laws, or 3) other legally permissible reasons (income tax deductions, etc.).

-
-
- Date of Birth* _____
 - Sex Male Female
 - What is your marital Status* Single Engaged Married Separated Divorced Widowed
 - How many dependents do you have (including yourself) ?* _____
 - Your Social Insurance Number?* _____

Person to be notified in case of accident or emergency

Name: _____ Phone Number: _____
Address: _____

FOR OFFICE USE ONLY

INTERVIEW YES NO Date _____ Hour _____

Result of interview _____

Acceptable for Employment? _____ Starting Rate _____ Starting Date _____ Shift _____

Occupation _____ Dept. _____ Clock No. _____

Interviewed by _____ Employed by _____

_____ Approved by _____