

Sample Application for Employment

SECTION 1: POSITION

Position being applied for _____

Date available to begin work _____

SECTION 2: PERSONAL DATA

Last name _____ Given name(s) _____

Address _____ Street _____ Apt. No. _____

Home Telephone Number _____

City _____ Province _____ Postal Code _____

Business Telephone Number _____

Are you legally eligible to work in Canada? Yes No

Are you 18 years or more? Yes No

Are you willing to relocate within the Province? Yes No

Preferred Location _____

SECTION 3: EDUCATION

To determine your qualification for employment, please provide below and on the reverse, information about your academic and other achievements including volunteer work, as well as employment history. Attach any additional information on a separate sheet.

SECONDARY SCHOOL

BUSINESS OR TRADE SCHOOL

Highest grade or level completed _____ Name of program _____

Length of program _____

Licence, certificate or diploma awarded? Yes No

Type: _____

COMMUNITY COLLEGE UNIVERSITY

Name of Program _____ Length of Program _____

Diploma/Degree awarded Yes No Honours

Major subject _____

Other courses, workshops, seminars _____

Licences, Certificates, Degrees _____

SECTION 4: WORK-RELATED SKILLS

Describe any of your work-related skills, experience or training that relates to the position being applied for. Attach any additional information on a separate sheet.

SECTION 5: EMPLOYMENT

1. Name of present/last employer _____

Job title _____

Period of employment (includes time spent away from work due to disability or maternity/parental leave but it is not necessary to refer to this)

From _____ To _____

Type of Business _____

Functions/Responsibilities _____

Reason for leaving (do not refer to issues related to maternity/parental leave, Workers'

Compensation claims, handicap/disability, or human rights complaints) _____

2. Name of previous employer _____

Job title _____

From _____ To _____

Type of Business _____

Functions/Responsibilities _____

Reason for leaving (do not refer to issues related to maternity/parental leave, Workers'

Compensation claims, handicap/disability, or human rights complaints) _____

3. Name of previous employer _____

Job title _____

Period of employment (includes time spent away from work due to disability or maternity/parental leave but it is not necessary to refer to this)

From _____ To _____

Type of Business _____

Functions/Responsibilities _____

Reason for leaving (do not refer to issues related to maternity/parental leave, Workers'

Compensation claims, handicap/disability, or human rights complaints) _____

For employment references we may approach:

Your present/last employer? Yes No

Your former employer(s)? Yes No

List references below:

SECTION 6: PERSONAL INTERESTS AND ACTIVITIES (civic, athletic etc.)

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(s)? Yes No

Signature _____ Date _____