

# Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Province Postal Code

Telephone # ( ) \_\_\_\_\_ Other Phone # ( ) \_\_\_\_\_ Email \_\_\_\_\_

Referred by \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date available \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Educational Co-Op

Salary desired \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Languages:  English  French  Other \_\_\_\_\_

Are you available to work overtime if required?  Yes  No

Are you available to work weekends if required?  Yes  No

As part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you object to such a procedure?  Yes  No

## EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, PROVINCE	GRADUATED?	DEGREE(s) DIPLOMA(s) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

# EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

## COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT:

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**PLEASE ANSWER THE FOLLOWING QUESTIONS**

What was the best job you've ever had? Why did you like it so much?

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What was your least favourite job? What did you not like about it?

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Who was the best supervisor or manager you've ever had? What characteristics made that person a good manager?

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Think of the WORST supervisor or manager you've had. What characteristics made that person a poor manager?

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What are your greatest strengths?

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As your skills and abilities relate to your work experiences, what are the areas for improvement?

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What traits or characteristics do you most admire in co-workers?

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What traits or characteristics do you dislike in co-workers?

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What was the funniest thing that ever happened to you at work?

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What do you think is the most difficult part of sales / customer service work?

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A client casually mentions billable hours are a bit high. What do you do?

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An office team member asks you to change a document that you've updated 15 times already. How do you handle that?

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You've made an error. A document you completed had the wrong information and now the furniture that's arriving is the wrong size and doesn't fit. The client is angry. The boss is angry. What happens next?

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There are other candidates applying for this job. Why should you be the person hired?

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**REFERENCES**

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUMBER
			( )
			( )
			( )

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*I certify that all the information I have provided is true, complete and correct.*

*I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.*

*Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.*

*I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in Canada.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_