



APPLICATION FOR EMPLOYMENT

I am applying for the following position: _____

GENERAL INFORMATION

First Name: _____ Last Name: _____
 Street Address: _____
 City: _____ Prov: _____ Postal Code: _____
 Telephone: (_____)_____-_____ Cell: (_____)_____-_____
 E-mail: _____

Are you employed at the present time? Yes No
 If hired, on what date will you be available to start work? _____
 If hired, do you have reliable means of transportation to get to work? Yes No
 Are you fluent in English (written, read and spoken) Yes No
 If requested, I am willing to work Evening Shift Night Shift Weekends

EDUCATION

What is your highest level of education completed? _____
 Which school, college, university or other? _____

WORK RELATED SKILLS AND CERTIFICATIONS

Office Equipment Skills & Knowledge	Proficiency Level (No knowledge, Familiar, Light, Medium, Strong or Expert)	Years Experience	Last Used
Photocopier			
Plotter			
Fax Machine			
Multi-line Telephone			
Scanner			
Digital Camera			

WORK EXPERIENCE (List in order, last or present employer first)

Date started: _____ Date finished: _____
Name of Employer: _____ Position: _____
Address: _____
Tel. No. _____ Type of business _____
Name and title of immediate supervisor: _____
Responsibilities: _____
Reason for leaving: _____

Date started: _____ Date finished: _____
Name of Employer: _____ Position: _____
Address: _____
Tel. No. _____ Type of business _____
Name and title of immediate supervisor: _____
Responsibilities: _____
Reason for leaving: _____

Date started: _____ Date finished: _____
Name of Employer: _____ Position: _____
Address: _____
Tel. No. _____ Type of business _____
Name and title of immediate supervisor: _____
Responsibilities: _____
Reason for leaving: _____

PLEASE READ CAREFULLY

Applicant's Certification and Agreement

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal. If you wish to add further information, please do so on a blank page and attach it to this application.

Signature of Applicant

Date