



<b>FOR HUMAN RESOURCES USE ONLY</b>		
CLASS: _____		
Q: _____	E: _____	L: _____

**Human Resources Department**  
**P.O. Box 160, Corner Brook, NL A2H 6C7**  
**Fax: 709-634-0720**

## Application for Employment

**Please complete application in full and print clearly**

1. \_\_\_\_\_

Surname	First Name	Initial
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Address \_\_\_\_\_

#	Street	City/Town	Province/State/Country	Postal Code/Zip Code
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Telephone No. (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ (E-Mail) \_\_\_\_\_

Are you over the age of 16 years? Yes      No      Are you legally entitled to work in Canada? Yes      No

\*You will be required to provide proof of age and immigration status if selected for employment.

2. Have you ever been charged and/or convicted of a criminal offence for which you did not receive a pardon?  
 Yes      No      If yes, please specify \_\_\_\_\_

**\*A current, original and acceptable "Police Records Check" will be required if selected for employment.**

Has your name ever changed? Yes      No      If Yes, list previous name \_\_\_\_\_

3. In case of emergency please notify: Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

4. Education (**Important: Attach copies of all Education Diplomas and Red Seal certificates that you hold.**)  
**Note: All applicants must have completed a minimum of High School (or equivalent).**

Name of School	Address	Certificate or Grade	Date Obtained

(Attach a separate Page if necessary)

Do you hold a Red Seal Certification Yes      No

If Yes in what Trade(s) \_\_\_\_\_

5. **Safety Courses Completed within the past 3 years.** (Attach copies of Certificates to your application)

Name of Course	Provided by	Date Obtained

6. Position or type of employment desired \_\_\_\_\_

Date Available \_\_\_\_\_ Have you ever been employed by C.R.M. Ready-Mix Ltd?? Yes No

If Yes, Position \_\_\_\_\_ Dates employed \_\_\_\_\_

7. **Previous Employment** (Account for **all periods since leaving school** commencing with most recent period of employment.)  
**A resume may be provided; however, all information requested below is required.**

Employer / Location	Position Held	Date Started	Date Finished	Reason for Leaving

8. **References** (Former Supervisors - **PLEASE INCLUDE YOUR MOST RECENT EMPLOYER/SUPERVISOR AND/OR EDUCATIONAL INSTITUTION.**)

1. Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Position \_\_\_\_\_

Phone No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Was this person your direct supervisor Yes No

2. Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Position \_\_\_\_\_

Phone No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Was this person your direct supervisor Yes No

**9. Driver License**

Do you hold a valid driver license? Yes      No

Class \_\_\_\_\_ Endorsements \_\_\_\_\_

I have experience operating the following equipment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**You may be required to provide a copy of a Drivers Abstract if selected for employment.**

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**10.** Use this space for any additional information in connection with your application.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**11.** Are you currently employed C.R.M. Ready-Mix Ltd,? Yes      No

If “Yes” indicate Current Position \_\_\_\_\_ and Most Recent Date of Hire \_\_\_\_\_

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**12. Declaration**

I declare that the information provided by me to the foregoing questions and statements are true and correct. I agree that C.R.M. Ready-Mix Ltd. shall not be liable if my employment is terminated because of any false statement, answer, or omission made by me on this application form. I agree to submit to a medical examination, if hired. I also authorize all organizations, schools, or persons to release any information they may have concerning me and hereby release such organizations, schools, or persons from all liability that may result from such inquiries.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ENSURE THAT YOU HAVE ATTACHED COPIES OF ALL DOCUMENTS AND CERTIFICATES REQUESTED. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED. PLEASE REFER TO THE ATTACHED CHECKLIST.**

**Applications may be mailed or faxed using the contact information on the top of this application form.**

## Application Checklist

\_\_\_\_ 1. All new employees with C.R.M. Ready-Mix Ltd. must have **completed their high school or equivalent** and **are required provide a copy of a document** that demonstrates that level of education. Please do not submit your application without the required documentation.

### Definition of “**High School or Equivalent**”

An applicant is considered by C.R.M. Ready-Mix Ltd to have “high school or equivalent” if they are in possession of any of the following:

1. A regular high school diploma or transcript that indicates “Graduation”
2. A GED certificate
3. An “Adult Basic Education” Certificate from a recognized educational institution.
4. A Diploma / Certificate of **Vocational Education of at least 9 months duration** from a recognized post secondary institution

\_\_\_\_ 2. If you have a Red Seal Certification you must attach a copy of that certificate as well.

\_\_\_\_ 3. Attach copies of any certificates for Safety Courses that you have completed that are still valid.

\_\_\_\_ 4. Provide the names of two references that were your most recent supervisors. If you have not worked previously, please provide the name of a former instructor or teacher. **(Please do not provide the names of relatives or close friends.)** We recommend that you contact these people prior to providing us with their names to ensure that they are willing to provide a reference for you.

\_\_\_\_ 5. If you have a valid driver licence (and any endorsements) please attach a copy of those documents as well.

\_\_\_\_ 6. If you are applying for work as a Heavy Equipment Operator please attach **documentation** from your training program that clearly indicates **the actual pieces of heavy equipment** on which you have been trained.

\_\_\_\_ 7. If an advertised position is requesting a specific amount of experience in a certain type of work please be sure to outline that information in Section 7 of the application form.

\_\_\_\_ 8. Review your application to ensure that you have provided all of the information requested.

\_\_\_\_ 9. Sign your application