

Application for Employment

Please complete application in full and print clearly

1. Position or type of	ofemployme	nt desired		
Date Available		_Have you ever been e	employed by the above compani	es: Yes No
If Yes, Position		Da	Dates employed	
2				
Su	rname		First Name	Initial
Address#		City/Town	Province/State/Country	Postal Code/Zip Code
Telephone No. (H) _		(Cell)	(E-Mail)	
Are you over the age	e of 16 years?	? Yes No/	Are you legally entitled to work in	n Canada? Yes No
*You will be require	d to provide	proof of age and imm	igration status if selected for em	ployment.
-	-		a criminal offence for which you	
*A current, original	and accept	able "Police Record	s Check" will be required if sel	ected for employment.
Has your name ever	[.] changed? ነ	′es No	If Yes, list previous name	

4. Education (Important: <u>Attach copies of all Education Diplomas and Red Seal certificates</u> 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. Previous Employment (Account for <u>all periods since leaving school</u> 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

7. References (Former Supervisors - PLEASE INCLUDE YOUR <u>MOST RECENT</u> EMPLOYER/SUPERVISOR AND/OR EDUCATIONAL INSTITUTION.)

1.	Name	2. Name
	Organization	Organization
	Mailing Address	Mailing Address
	Position	Position
	Phone No	Phone No
Was th	E-mail address: is person your direct supervisor Yes No	E-mail address: Was this person your direct supervisor Yes No _

8. Drivers License

Do you hold a valid drivers 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.		
9. Use this space for any additional information in connection with your application.		
10. Are you currently employed by the above group of companies (page 1)? Yes No		
If "Yes" indicate Current Position and Most Recent Date of Hire		

11. Declaration

I declare that the information provided by me to the foregoing questions and statements are true and correct. I agree that "The Company". 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 CERTIFICTATES REQUESTED. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED. PLEASE REFER TO THE ATTACHED CHECKLIST.

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



Application Checklist

____1. All new employees with "The Company" must have **completed their High School or Equivalent**, and are **required to 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 application is considered to have "High School or Equivalent" if they are in possession of any of the following:

- a. A regular High School Diploma or transcript that indicates "Graduation"
- b. A GED Certificate
- c. An "Adult Basic Education" certificate from a recognized educational institution
- d. A Certificate/Diploma 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.
- **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 recent supervisors. If you have not worked previously, please provide the names of a former instructor or teacher.

Please do not provide the names of relatives or close friends.

We recommend contacting your references in advance to ensure they are willing to provide a reference.

- **__5.** If you have a valid Drivers License (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 of 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 6 of the application form.
- **8.** Review your application to ensure that you have provided all of the information requested.
- **9.** Sign your application.