

## Beltservice Canada - Application for Employment – rev. 04.2018

Beltservice Canada is committed to attracting and retaining a diverse workforce that represents the diversity of the communities in which we operate, of our clients, and of their constituents. To support our commitment, we have implemented business policies, a policy of equal employment opportunity, and human resources practices designed to ensure full realization of employment opportunity without regard to race, ancestry, place of origin, colour, national or ethnic origin, citizenship, religion, creed, sex or sexual orientation, age, marital or family status, record of offenses (including an offense in respect of any provincial statute), handicap, disability, language. Decisions about recruitment, hiring, training, promotions, compensation benefits, and other human resources practices will be based on individual merit. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the branch.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province/Postal Code \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Other Phone #: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Employment Desired:  Full-Time  Part-Time  Other \_\_\_\_\_

Date Available for Work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Referral Source: \_\_\_\_\_

Are you able to meet the attendance requirements of the position(s)?  Yes  No

Are you willing to work overtime?  Yes  No

Are you 18 years or more?  Yes  No

Have you ever been employed with Beltservice Canada before?  Yes  No

If yes, specify dates, location(s) and position(s): \_\_\_\_\_

Are you legally eligible for employment in Canada?  Yes  No

Are there any other names under which you have been employed?  Yes  No

If yes, please provide: \_\_\_\_\_

Are you physically able to perform the duties of the position for which you applied?  Yes  No

If no, please explain: \_\_\_\_\_

### Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

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## Employment History

Provide the following information of your past three employers, assignments or volunteer activities, starting with the most recent.

<b>Employer Name</b> _____	<b>Job Title</b> _____	<b>Dates</b> From ____ To ____
<b>Address</b> _____	<b>Pay</b> Starting \$ ____ Final \$ ____	<b>Immediate Supervisor and Title</b> _____ <b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Phone #</b> (____) _____	<b>Summarize the nature of work performed and job responsibilities:</b> _____	
<b>Reason for Leaving</b> _____		
<b>Employer Name</b> _____	<b>Job Title</b> _____	<b>Dates</b> From ____ To ____
<b>Address</b> _____	<b>Pay</b> Starting \$ ____ Final \$ ____	<b>Immediate Supervisor and Title</b> _____ <b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Phone #</b> (____) _____	<b>Summarize the nature of work performed and job responsibilities:</b> _____	
<b>Reason for Leaving</b> _____		
<b>Employer Name</b> _____	<b>Job Title</b> _____	<b>Dates</b> From ____ To ____
<b>Address</b> _____	<b>Pay</b> Starting \$ ____ Final \$ ____	<b>Immediate Supervisor and Title</b> _____ <b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Phone #</b> (____) _____	<b>Summarize the nature of work performed and job responsibilities:</b> _____	
<b>Reason for Leaving</b> _____		

Please explain any gaps in employment, other than those due to personal illness, injury or disability:

\_\_\_\_\_

If not included above, have you ever been fired or asked to resign from a job?    Yes    No

If yes, please explain: \_\_\_\_\_

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## Education

Name	Location	# of Years Completed	Degree or Diploma/Course of Study
High School:			Degree:
College:			Degree:
Other:			

## References – Please list 3 people not related to you

Name	Relationship	Phone #	Length of Time Known
		(    )	
		(    )	
		(    )	

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview.

I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, Provincial or federal law.

I understand that this application remains current for only ninety (90) days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_