

# Application For Employment

The Human Rights Codes prohibit discrimination in employment because of 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 (Province of Quebec).

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

## PERSONAL

Name: \_\_\_\_\_  
Last First Middle Initial

Present Address: \_\_\_\_\_  
No. Street City Province Code

Telephone No. ( ) \_\_\_\_\_

Job(s) applied for 1. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ Per \_\_\_\_\_  
2. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ Per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Do you want to work  Full-Time or  Part-Time. Specify days and hours if part-time \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Are there any other experiences, skills or qualifications which you feel would especially fit you for work with us? (If necessary, additional space is provided to complete this section on page 3 under Personal References.)  
Please exclude activities which would indicate any prohibited grounds of discrimination listed above.

**WHMIS IS MANDATORY** for employment with the Municipality of the County of Antigonish.

Do you have Emergency First Aid? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_, if no, would you be willing to attend the First Aid Course within one month of being hired at your own expense? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If hired, do you have reliable means of transportation to get to work? \_\_\_\_\_

# EDUCATION BACKGROUND

	Elementary School					High School					Undergraduate College/University				Graduate/Professional			
	4	5	6	7	8	9	10	11	12	13	1	2	3	4	1	2	3	4
Years Completed																		
Diploma/Degree																		
Describe Course of Study (Do Not Give Name of School)																		
Describe any specialized training, apprenticeship skills and extra-curricular activities																		
Describe any honors you have received																		

## PRIOR WORK HISTORY (LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST)

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
Describe in detail the work you did.						

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
Describe in detail the work you did.						

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
Describe in detail the work you did.						

May we contact the employers listed above? \_\_\_\_\_ If not, indicate below which one(s) you do not wish us to contact. \_\_\_\_\_

# PERSONAL REFERENCES

Give the names of at least 3 persons who can supply information pertinent to your job performance (excluding relatives).

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1 _____	_____	
2 _____	_____	
3 _____	_____	
4 _____	_____	

*Occasionally the form of an application blank makes it difficult for an individual to adequately summarize their complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.*

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your merit and on no other consideration.

## ***PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT***

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

**Signature of Applicant** \_\_\_\_\_