

## Appendix D

## Application for Employment

### Application for Employment

(ALL SECTIONS MUST BE COMPLETED)

Community Council: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

#### Personal Information

Last Name:

First Name:

Address – Street and Number/City/Province/Postal Code:

Phone Numbers

Home:

Work:

Are you eligible to work in Canada?

Yes ☐No ☐

Do you have the use of a vehicle?

Yes ☐No ☐

Valid Manitoba driver's licence?

Yes ☐

Class: \_\_\_\_\_

No ☐

Have you ever been employed by council?

Yes ☐No ☐

If yes, when and where?

#### Education

Highest Education Level Attained

**Secondary:**

Course Taken:

University Entrance ☐Business Education ☐General ☐

Grade Completed: \_\_\_\_\_

**Trade or Technical:**

Location:

Diploma or Certificate:

Trade Certificate No.:

Professional Designation:

Others (specify):

**Post Secondary:**

University or College

InstitutionMajorDegree/DiplomaDate CompletedMonthYear


### Employment History (Present or most recent position first)

If your duties or responsibilities changed substantially with the same employer, record each change as a separate position. If there is not sufficient space on this page, attach extra sheets as required. If resume is attached, complete left side of page.

Present/Last Employer and Address	Type of Business or Organization	Describe Duties/Responsibilities and Significant Achievements
Position Title		
Period of Employment From:                      To:		
Immediate Supervisor Name and Title		
May be Approached for a Reference Yes <input type="checkbox"/> No <input type="checkbox"/> Phone:		
Previous Employer and Address	Type of Business or Organization	Describe Duties/Responsibilities and Significant Achievements
Position Title		
Period of Employment From:                      To:		
Immediate Supervisor Name and Title		
Phone:		
Previous Employer and Address	Type of Business or Organization	Describe Duties/Responsibilities and Significant Achievements
Position Title		
Period of Employment From:                      To:		
Immediate Supervisor Name and Title		
Phone:		

<b>Computer Experience</b> What other business machines can you operate?		List computer software familiar with.
<b>Activities</b> If you wish, indicate any organizations, activities, hobbies or sports with which you are involved.		
<b>References</b>		
Name	Address	Phone
<b>Additional Information:</b> Provide any additional information which could assist the selection committee in considering your application for this position.		
<b>Declaration</b>		
I expressly consent to community council verifying any information supplied by me in this application and for that purpose and for the purpose of obtaining any other information pertaining to my suitability for employment, the community council may contact any person(s) (not including my present employer), unless otherwise noted in this application.		
I certify that the statements made by me are true and to the best of my knowledge.		
Signature: _____		Date: _____
<b><i>This Area For Council Use Only</i></b>		

#### Notification Statement

This personal information is voluntary and is being collected by community council to determine suitability for employment. It is protected by the protection of privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA).