

Employment Application

Date of Application: _____

Applicant Information

Name: _____ Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: _____ Cell Phone: _____ E-mail: _____

Position Applying for: 1. _____ 2. _____

Employment Desired: Full Time Part Time Casual – How many hours are you available to work? _____/hrs

Shits available to work: Days Afternoons Evenings Overnights Weekend Shifts

Days Available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Employment History

1. Employer: _____ Position: _____ Start: _____ Finished: _____
 Address: _____ Phone Number: _____ Supervisors Name: _____
 Reason for Leaving: _____ Can we communicate with this employer? Yes No

2. Employer: _____ Position: _____ Start: _____ Finished: _____
 Address: _____ Phone Number: _____ Supervisors Name: _____
 Reason for Leaving: _____ Can we communicate with this employer? Yes No

3. Employer: _____ Position: _____ Start: _____ Finished: _____
 Address: _____ Phone Number: _____ Supervisors Name: _____
 Reason for Leaving: _____ Can we communicate with this employer? Yes No

Education:

Please list your 3 most current degrees, certificates, diplomas, etc

Name Of Institution	Program of Study	Status

References:

	1	2	3
Name:			
Title:			
Relationship to Candidate:			
Company:			
Phone Number:	()	()	()

What has interested you in working for a non-profit organization?

Certificates:CPR/First Aide - Yes No ExpiredAboriginal Cultural Awareness - Yes No ExpiredCrisis Intervention - Yes No ExpiredSuicide Intervention - Yes No ExpiredCriminal Record Check - Yes No Expired

Affiliations/Memberships:

Do you have a valid driver's license? Yes NoDo you have access to a reliable vehicle that can be used for work purposes? Yes NoAre you legally entitled to work in Canada? Yes No(If E4C makes a conditional offer of employment, you may be asked to provide proof of your legal entitlement to work in Canada)?

E4C offers programs to vulnerable individuals. E4C is committed to providing a safe environment for its clients and staff. If you wish your application for employment to be considered, you are required to answer the question below. Before doing so, carefully read the following information.

-If E4C makes a conditional offer of employment, you will be required to provide a current criminal records check that includes information relevant to working with the vulnerable sector.

-Instructions for obtaining a criminal records check and vulnerable sector search will be provided at the time of conditional offer of employment.

-If the information revealed by the criminal records check and vulnerable sector search indicates that a prospective employee is unsuitable for employment with E4C, the conditional offer of employment will be rescinded.

Have you ever been convicted of a criminal offence for which you have not been pardoned? Yes No

Declaration and Consent

In signing this application, I declare that all the information I have given in this application is true and complete and may be verified. I understand that providing false information, or making misrepresentations or omissions may be grounds for rejecting my application, or if I am hired, will constitute grounds for dismissal. I hereby consent to having E4C contact my references.

I understand that the personal information on this application is being collected for the purpose of establishing and maintaining an employment relationship, including (without limitation) to verify references and previous employment, and may be used and disclosed for these purposes by E4C without my further consent. The personal information will not be used or disclosed for other purposes without my consent, unless authorized or required by law. By signing below I am consenting to this collection, use and disclosure by E4C.

Signature

Date (mm/dd/yyyy)

(Note to Applicant: E4C will not consider an unsigned application)