 **APPLICATION FOR EMPLOYMENT**

**POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please indicate your preference: FULL-TIME PART-TIME STUDENT SUMMER

Date available to begin work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DATA:**

LAST NAME GIVEN NAMES PREFERRED NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS STREET CITY POSTAL CODE

CELL PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT EXPERIENCE** (Please list **all** employers)

|  |  |  |  |
| --- | --- | --- | --- |
|  | LAST OR PRESENT POSITION | 2 | 3 |
| Name of Company |  |  |  |
| Address |  |  |  |
| City |  |  |  |
| Telephone Number |  |  |  |
| Employment Dates |  |  |  |
| Salary |  |  |  |
| Title |  |  |  |
| Describe your Duties |  |  |  |
| Reason for Leaving (explain) |  |  |  |

Have you attached a resume: YES NO

May we contact the employers listed above? YES NO

**EDUCATIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| SECONDARY SCHOOL | BUSINESS OR TRADE SCHOOL |
| Name of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Highest grade or level completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_  License, certificate or diploma awarded  yes  no  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Highest grade or level completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_  License, certificate or diploma awarded  yes  no  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Community College | UNIVERSITY |
| Name of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Length of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  License, certificate or diploma awarded  yes  no  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Length of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  License, certificate or diploma awarded  yes  no  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Are you legally eligible to work in Canada? YES NO

Have you ever been convicted of a criminal

offense for which you have not received YES NO

a pardon?

Are you between 16 and 65 years of age? YES NO

How did you learn of this opening?

Newspaper advertisement- Please specify Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internet Website- Please specify name of website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral- Please provide a referral name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other- Please provide detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION OF ACCURACY OF INFORMATION**

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 Form may disqualify me from employment and/or become just cause for my dismissal and there shall be no further legal obligation placed on the organization.

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE OF APPLICANT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELEASE OF INFORMATION AUTHORIZATION

TO WHOM IT MAY CONCERN: I hereby authorize St. Joseph’s Villa to make any enquiries required to determine my suitability for employment. I also authorize the release of information by former employers and/or others to St. Joseph’s Villa to determine my suitability for employment.

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR REASONABLE ACCOMMODATION**

St. Joseph’s Villa is committed to making our application process and workplace accessible for individuals with disabilities. St. Joseph’s Villa will provide a reasonable accommodation, upon request, for an individual applicant to participate in the job application process. If you have a disability that prevents you from applying through the standard process, you may request an accommodation by sending an email to [kcampbell@sjv.on.ca](mailto:kcampbell@sjv.on.ca), or by phone to Human Resources at 905-627-9011

**EQUAL OPPORTUNITY EMPLOYER**

St. Joseph’s Villa is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.