

# SAMPLE COMPANY APPLICATION FOR EMPLOYMENT

In order to assess your application for employment, Sample Company needs to collect personal information about you which may be regulated by the Personal Information Protection and Electronic Documents Act ("PIPEDA"). By completing this form, you hereby consent to Sample Company's use of the information obtained on this form and in the interview process to assess your experience and verify your qualifications and previous employment. If hired, this information will be maintained in your personnel file. If not hired, the application form and any other notes will be retained for a period of a minimum of six months. For further information, please ask for a complete copy of Sample Company's Privacy Policy.

To determine your qualification for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as employment history. Sample Company is committed to being an Equal Opportunity Employer, therefore, please do not include information directly related to your race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offenses, marital status, family status, or handicap. Please complete all information on the application. If you have additional information that will help us further evaluate you as a potential employee, please attach it to the completed application.

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Please Print Clearly

Last name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_

Present Address (Number, Street) \_\_\_\_\_ Apt. No. \_\_\_\_\_

City, Province, Postal Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Business Phone Number \_\_\_\_\_

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Position being applied for \_\_\_\_\_

Date available to begin work (MM/DD/YYYY) \_\_\_\_\_

Shift Preference (if applicable)  Days  Afternoons  Evenings  
Do you want  Full-time  Part-time

Salary expectation (hourly/annually) \$ \_\_\_\_\_

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Are you legally eligible to work in Canada? Yes  No

Are you between the ages of 18 and 65? Yes  No

Have you ever been convicted of a criminal offence for which a pardon has not been granted?  
Yes  No

Are you willing to relocate in Canada? Yes  No

Please specify your preferred location \_\_\_\_\_

**EDUCATION, CERTIFICATION, AND TRAINING**

<b>Secondary School</b> <input type="checkbox"/>	<b>Business, Trade or Secondary School</b> <input type="checkbox"/>
Highest grade or level completed _____ Type of certificate or diploma obtained _____	Name of course _____ Length of course _____ License, certificate, or diploma awarded? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Community College</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>
Name of program _____ Length of program _____ Diploma received? Yes <input type="checkbox"/> No <input type="checkbox"/> Other courses, workshops, seminars _____	Length of course _____ Degree awarded? Yes <input type="checkbox"/> No <input type="checkbox"/> Name of Degree _____ Licenses or certificates _____
Other licenses, work-related skills, or training courses (specify) _____	

**EMPLOYMENT HISTORY**

Name and Address of present/last employer	Present/Last job title _____ Present/Last salary \$ _____ Period of Employment From: _____ To: _____ Name of Supervisor _____ Telephone Number _____
Type of Business _____ Reason for leaving _____	
Functions/Responsibilities	
Name and Address of 1 <sup>st</sup> previous employer	Last job title _____ Last salary \$ _____ Period of Employment From: _____ To: _____ Name of Supervisor _____ Telephone Number _____
Type of Business _____ Reason for leaving _____	
Functions/Responsibilities	
Name and Address of 2 <sup>nd</sup> previous employer	Last job title _____ Last salary \$ _____ Period of Employment From: _____ To: _____ Name of Supervisor _____ Telephone Number _____
Type of Business _____ Reason for leaving _____	
Functions/Responsibilities	

**REFERENCES**

Name	_____	Address	_____
Telephone Number	_____		_____
Relationship to Candidate			_____
Name	_____	Address	_____
Telephone Number	_____		_____
Relationship to Candidate			_____
Name	_____	Address	_____
Telephone Number	_____		_____
Relationship to Candidate			_____

**AUTHORIZATION**

My signature below certifies that:

All information in this application for employment is correct and complete to the best of my knowledge and belief.

I understand that false or misleading information in this application could result in refusal of employment or discharge.

I authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.

I authorize Sample Company to contact any of the references provided by me for the purpose of a reference check.

I understand that this application for employment does not constitute an employment offer.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)