

Sample Application Form

Application for Employment

Personal Data

Name (last)	(first)	(middle)
Phone No. Home	Phone No. Message	
Address (street)		
(city)	(province)	(postal code)
Social Insurance Number (to be added if hired)		Date Available
Position Applied For		Salary Expectation
Are you legally entitled to work in Canada? Yes No		
Would you be willing to work?	Full Time	Part Time Shifts Weekends On-Call
Are you willing to relocate?	Yes No	Are you bondable? Yes No

Work History

Present or Last Employer	From	To	Salary
Address		Telephone	Supervisor's Name
Position Held		Supervisor's Title	
Duties			
Reason for leaving			
May we contact the employer? Yes No			
Previous Employer			
Address		Telephone	Supervisor's Name
Position Held		Supervisor's Title	
Duties			
Reason for leaving			
May we contact the employer? Yes No			
Previous Employer			
Address		Telephone	Supervisor's Name
Position Held		Supervisor's Title	
Duties			
Reason for leaving			
May we contact the employer? Yes No			

Education

	Name and Location	Course/Program	Credits	Diploma/Degree	Dates
Elementary/Secondary					
Vocational/Trade					
College/University					
Postgraduate/Other					
Special Courses					

If you are a licensed professional or trade worker, give details:

Province Issued	Year
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Skills Profile

Word Processing	wpm	Data Entry	Shorthand	Speedwriting	Other
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Do you have a valid driver's licence? Yes No Class

Comment on the aspects of your experience or education especially relevant to the position for which you are applying:

References

Give names of two persons not related to you.

Name	Phone Number	Occupation/Business	Address

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause dismissal.

Signature _____ Date _____