



Town of Grimshaw

APPLICATION OF EMPLOYMENT

We consider applicants without regard to race, colour, creed, ancestry, origin, sex, sexual orientation, marital status, family status, record of offences, handicap, or other protected status.

Please fill in this form and attach your resumé

PERSONAL DATA (required to complete)

Last Name	First Name	Middle Name	SIN
Present Address			
City/Town	Province	Postal Code	
Home Telephone	Business Telephone	Are you employed now?	
Are you authorized to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, can you provide verification of your legal right to work in Canada?)		Have you worked here before? If yes, when?	
If hired, when can you start work?		Do you have a reliable means of transportation to get to work? Do you have a valid driver's licence?	
Are you bondable? (Answer only if relevant to position applied for)		Have you ever been convicted of a criminal offence for which a pardon has not been granted?	
Do you want to work – Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>		What type of work are you interested in doing?	

EDUCATION (complete only if a resume is not provided)

	Elementary School					Secondary School					College or University					Graduate or Professional				
Year last attended																				
Level completed	4	5	6	7	8	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																				
Course of Study																				
List any specialized training, apprentice skills, awards, professional designations, and other education																				

Education levels achieved and degrees obtained are subject to verification if an offer of employment is extended.

WORK HISTORY (required to complete)
 (List in order, starting with your present or last job)

Present or Last Employer		Address	
Type of Business			
Your job title	Period	from (Mo/Yr)	Final Salary
	Employed	to (Mo/Yr)	
Name and Title of Immediate Supervisor		Reason for Leaving	
Describe job duties and responsibilities			

Previous or Last Employer		Address	
Type of Business			
Your job title	Period	from (Mo/Yr)	Final Salary
	Employed	to (Mo/Yr)	
Name and Title of Immediate Supervisor		Reason for Leaving	
Describe job duties and responsibilities			

Previous or Last Employer		Address	
Type of Business			
Your job title	Period	from (Mo/Yr)	Final Salary
	Employed	to (Mo/Yr)	
Name and Title of Immediate Supervisor		Reason for Leaving	
Describe job duties and responsibilities			

May we contact your Present or last Employer for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact your Previous employers for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please read carefully

The foregoing statements are correct to the best of my knowledge. I understand that any misrepresentation may disqualify me from employment or be cause for my dismissal.

(The personal information provided by you is being collected under the authority of the Municipal Government Act and is managed in compliance with Alberta's Freedom of information and Protection Act. The information obtained will be used for the purpose of determining the most suitable applicant for employment with the Town of Grimshaw.)

Applicant Signature _____ **Date** _____