



Employment Application

The completed application should be forwarded to Human Resources. Please attach a resume. Please note that students applying for summer employment must complete and submit provincial SEED and/or Summer Career Placement Application forms to the appropriate government office.

POSITION INFORMATION				
Position being applied for:	Location:	Date Received:		
PERSONAL INFORMATION				
First and last Name:	Former Name:	Preferred:		
Street Address:		Mailing Address:		
Town/City:		Town/City:		
Province:	Postal Code:	Province:	Postal Code:	
Home Phone Number:		Email Address:		
Expected Salary:		How much notice do you require to report to work? Days: _____		
Of the two official languages, in which are you more competent? _____				
What is your competence in the second language? _____				
Have you ever worked for the Town of Quispamsis? Yes ___ No ___				
If so, when and in what position?				
Have you ever been convicted of an indictable criminal offence for which you have not been pardoned? Yes ___ No ___				
If yes, please give details (Offence/Date/Disposition of Case):				
Do you have a valid Driver's License? Yes ___ No ___. Do you have a clean driving abstract? Yes ___ No ___.				
Type of license _____ License # _____ Date of Issue: _____				
EDUCATION <small>Proof of educational qualifications may be requested.</small>				
Name of Institution	Degree/Diploma Course of Study	Highest Level Completed	Years Attended (From/To)	Location
High School				
Community College				
Trade or Technical School				
University				
Other				
If the requirements for the above degree(s) or diploma(s) are incomplete, please indicate portion completed and the anticipated date of finalization.				
Other training (please list other formal training and skills you have and indicate what equipment you can operate and your proficiency with it):				
Do you hold any Trade Certificate(s)/Licenses or Membership in any Professional Organization? If yes, please specify:		License/Certificate	Number	Date of Issue
		License/Certificate	Number	Date of Issue
REFERENCES <small>Name 3 persons who know your work or studies to whom we may refer.</small>				
Name	Address	Occupation	Phone Number	

Please ensure you have completed the other side of this application

Record your most recent employment in the employment history section below, and attach a resume to advise of all employment history. Consideration can only be given to the information you provide.

EMPLOYMENT HISTORY	
Begin with the most recent employment and account for complete employment record.	
Employer	Duties
Position Title	
Location	
Supervisor	Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>
Employment Period	Salary
May we contact for a reference ? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?	
Reason for leaving?	

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Position Title	
Location	
Supervisor	Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>
Employment Period	Salary
May we contact for a reference ? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?	
Reason for leaving?	

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Employment Period	Salary
May we contact for a reference ? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?	
Reason for leaving?	

Account for time between jobs:	
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APPLICANT'S STATEMENT

Please be advised that as part of the Town of Quispamsis' employment process, the Town may obtain reports and references about you in connection with your application for employment. You should be aware that any information about you obtained in this way is confidential and will be used solely for employment related considerations and not for any other purpose.

I certify that the information provided in this application is true and accurate. I understand that the withholding of information or the giving of false information on this application or on my resume will result in a refusal to hire or in disciplinary action up to and including the termination of my employment.

I hereby grant permission to any person, firm or corporation to release to the Town of Quispamsis or its representative any and all information regarding my past work or employment and my background, including credit history, police checks and drivers' abstract. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform the Town, in writing, that I revoke this authorization.

I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.

Signature _____

Date _____

Please ensure you have completed the other side of this application