

# R.M. of Longlaketon No. 219 – Application for Employment

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We consider applicants without regard to age, race, color, creed, ancestry, origin, sex, sexual orientation, marital status, family status, record of offences, disability, or other protected status. We assure you that your opportunity for employment with this company depends solely on your qualifications.

## **PERSONAL DATA**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you employed now? \_\_\_\_\_

Are you legally entitled 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? \_\_\_\_\_

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? If yes, explain number of convictions(s), nature of offence(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Are you 18 years of age or older? \_\_\_\_\_ If under 18, please list age. \_\_\_\_\_

Do you want to work: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

What type of work are you interested in doing? \_\_\_\_\_

## **EDUCATION**

High School: \_\_\_\_\_ Level completed: \_\_\_\_\_ Last year attended: \_\_\_\_\_

College or University: \_\_\_\_\_ Level completed: \_\_\_\_\_

Last year attended: \_\_\_\_\_ Course of Study: \_\_\_\_\_

**WORK HISTORY**

List in order starting with your present or last job. Work history is subject to verification

Present or Last Employer:  
Address:  
Type of Business:  
Job Title:  
Period Employed: *From (mm/yy)* \_\_\_\_\_ *To (mm/yy)* \_\_\_\_\_  
Final Salary:  
Name of Immediate Supervisor:  
Describe Job Duties and Responsibilities:

Present or Last Employer:  
Address:  
Type of Business:  
Job Title:  
Period Employed: *From (mm/yy)* \_\_\_\_\_ *To (mm/yy)* \_\_\_\_\_  
Final Salary:  
Name of Immediate Supervisor:  
Describe Job Duties and Responsibilities:

Present or Last Employer:  
Address:  
Type of Business:  
Job Title:  
Period Employed: *From (mm/yy)* \_\_\_\_\_ *To (mm/yy)* \_\_\_\_\_  
Final Salary:  
Name of Immediate Supervisor:  
Describe Job Duties and Responsibilities:

May we contact your present or last employer for refence?    \_\_\_ Yes                    \_\_\_ No  
May we contact your previous employers for reference?    \_\_\_ Yes                    \_\_\_ No

**APPLICATION WAIVER**

***PLEASE READ CAREFULLY***

In exchange for the consideration of my job application by The Rural Municipality of Longlaketon No. 219 (hereinafter called “The Company”, I agree that:

The acceptance of this application shall not serve to create an actually or implied contract of employment, or to confer any right to be or remain an employee of The Rural Municipality of Longlaketon No. 219.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause of dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I understand that in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Credit Reporting Act of the provinces or territory of residence.

All personal information collected in the application form and/or through investigation (background checks) is confidential information, will be treated as such and safeguards put in place to protect the information. In addition, the information collected will only be used for the purpose it is collected.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_