

Millhouse Resthome



EMPLOYMENT APPLICATION

EMPLOYMENT APPLICATION

Instructions:

Please complete all sections as thoroughly as possible, even if you are attaching a resume. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for a position.

A separate application is required for each position/competition. Applications must be received at the appropriate closing location by the date indicated in the advertisement.

The personal information requested on this form is collected and managed as per applicable Privacy Legislation.

All information to us will be considered as supplied in confidence.

OFFICE USE ONLY

DATE RECEIVED

POSITION INFORMATION

LOCATION	POSITION TITLE	START DATE	DATE OF APPLICATION YYYY / MM / DD
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FOR GENERAL APPLICATION

Indicate (✓) the type of employment you are requesting

PERMANENT	Full Time	Part Time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEMPORARY		
<input type="checkbox"/>		

TYPE(S) OF POSITION – please describe

PERSONAL INFORMATION

LAST NAME	FIRST NAME	INITIALS	RESIDENCE TELEPHONE NO. ()
			MOBILE TELEPHONE NO. – or message ()

MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE
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LEGAL STATUS TO WORK IN CANADA – documentation may be required

<input type="checkbox"/> CANADIAN CITIZEN	<input type="checkbox"/> LANDED IMMIGRANT/ PERMANENT RESIDENT	Email Address
<input type="checkbox"/> WORK PERMIT	<input type="checkbox"/> OTHER – please specify: _____	

EDUCATION & TRAINING

Please describe secondary, post-secondary, courses and training which have given you work related knowledge and skills. Start with highest level achieved and specify the degrees, certificates or diplomas completed. Official documentation may be required. Attach a separate page if necessary.

NAME OF INSTITUTION OR ORGANIZATION	LOCATION	YEAR TAKEN	AREA OF STUDY / COURSE	GRADE / CERTIFICATION / DIPLOMA / DEGREE	COMPLETED YES NO	
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

ASSOCIATION / PROFESSIONAL AFFILIATIONS

List any active memberships or registrations in a professional or career related organization or society.

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WORK HISTORY

Have you previously been employed by Millhouse Resthome? NO YES, indicate dates:

Beginning with your most RECENT experience, describe your work history. You may wish to include relevant volunteer positions. In the area for "Duties and Skills" describe the *major* duties and skills acquired/used as they relate to the position you are applying for. If any references have known you by a previous name, please specify. Attach additional pages if required.

EMPLOYER AND LOCATION		FROM YYYY / MM / DD	TO YYYY / MM / DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO. () _____	REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – if applicable	SALARY	NO. OF PEOPLE SUPERVISED – If applicable
DUTIES AND SKILLS			

EMPLOYER AND LOCATION		FROM YYYY / MM / DD	TO YYYY / MM / DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO. () _____	REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – if applicable	SALARY	NO. OF PEOPLE SUPERVISED – If applicable
DUTIES AND SKILLS			

EMPLOYER AND LOCATION		FROM YYYY / MM / DD	TO YYYY / MM / DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO. () _____	REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – if applicable	SALARY	NO. OF PEOPLE SUPERVISED – If applicable
DUTIES AND SKILLS			

SKILLS / EXPERIENCE

Check (✓) areas of skills/experience that you have which relate to the advertised position or, if this is a general application, to the position(s) that interests you, and attach any appropriate documentation.

<input type="checkbox"/> Health Care	2	NO. OF YEARS/MONTHS EXPERIENCE/ TRAINING	Summarize Skills
<input type="checkbox"/> Housekeeping			

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Food Preparation

Administration / Computer

OTHER

SKILLS / ACHIEVEMENTS

Briefly summarize your knowledge and major skills / achievements which relate to the advertised position or, if this is a general application, to the position(s) that interests you. You may use this space to enter other information you would like us to consider in reviewing your application. Attach additional pages if required.

REFERENCES

Reference checks will be conducted to assess your past work performance and may include checks of attendance records. In addition to the references identified in the "Work History" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

NAME	TELEPHONE NO. () _____	RELATIONSHIP	NO. OF YEARS KNOWN
	() _____		
	() _____		
	() _____		

APPLICANT SIGNATURE

Please read carefully before authorizing. This application is not valid unless your name, as authorization, is signed or written in the "Signature" space provided below.

Your authorization on this application form is your consent that as a condition of being considered for employment at Millhouse Resthome, references about past work performance will be obtained from your current and previous employers.

A criminal record with vulnerable sector check must be completed as a condition of employment at Millhouse Resthome.

I certify that the information provided in this application or attachments / resume is true and complete. I understand that if any information in this application or attachments / resume is found to be untrue or incomplete, my application may be rejected or I may be terminated for just cause in the event that I am the successful applicant.

DATE SIGNED
YYYY / MM / DD

X

SIGNATURE (If applying electronically please type your name as authorization)

FOR OFFICE USE ONLY

HIRING NOTES