

**Winnipeg Corporate Office**  
6<sup>th</sup> Floor - 1445 Portage Avenue  
Winnipeg, MB  
R3G 3P4  
T. 204-779-4538  
F. 204-772-0843



### Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City Province Postal Code*

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Type of employment desired  Full-time  Part Time  Temporary  Seasonal

Are you a citizen of Canada?  YES  NO If no, are you authorized to work in Canada?  YES  NO

If you are under 18 and it is required, can you furnish a work permit?  Yes  No

Are you available to work overtime if required?  Yes  No

Have you ever worked for this company?  YES  NO If yes, when? \_\_\_\_\_ What location? \_\_\_\_\_

As a part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you object to such a procedure?  Yes  No

#### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

#### Employment Background

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

### General Questions

Have you ever been dismissed from any previous employment? If so why?  Yes  No

Reason: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about this job? \_\_\_\_\_ Referral by: \_\_\_\_\_

Do you hold a valid Manitoba drivers license:  Yes  No

Are you willing to work out of town?  Yes  No

Are you willing to live out of town?  Yes  No

### Disclaimer and Signature

*I certify that all the information I have provided is true, complete and correct.*

*I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is caused for immediate disqualification and/or if employed, immediate dismissal.*

*Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.*

*I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in Canada.*

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