|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Position/Job |  | | | | | Today’s Date |  | | |
| Date Available to Work |  | | | | | Desired Salary | $ | | |
| Employment Type | Full Time |  | Casual |  | Shift Availability | Days |  | Nights |  |
| Part Time |  | Temporary |  | Evenings |  | Weekends |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | First Name | |  | | | | | |
| Street Address | | |  | | | | | | | | | | | | Apartment/Unit # | |  | | |
| City/Town | |  | | | | | | | Prov. | | |  | | | Postal Code |  | | | |
| Phone | ( ) | | | | | | | E-mail Address | | | |  | | | | | | | |
| Are you legally entitled to work in Canada? | | | | | YES | | | NO | | Do you hold a valid Saskatchewan driver’s license? (if required for position only) | | | | | | | | YES | NO |
| Have you ever worked for this organization? | | | | | | YES | | NO | | | If yes, when and in what role? | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | |
| **High School or GED** | | |  | | | | | | | | | |  | | | | | | |
| From |  | | To |  | | | Highest grade level completed | | | | | |  | | | | | | |
| **Trade/Technical School** | | |  | | | | | | | | | |  | | | | | | |
| From |  | | To |  | | | Certificate/Diploma | | | | | |  | | | | | | |
| **College/University** | | |  | | | | | | | | | |  | | | | | | |
| From |  | | To |  | | | Diploma/Degree | | | | | |  | | | | | | |
| **Other Program** | | |  | | | | | | | | | |  | | | | | | |
| From |  | | To |  | | | Diploma/Degree/Certificate | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **SKILLS/ABILITIES** | | | | | | | | | | | | | | | | | | | |
| Describe any skills, training/certificates, knowledge, languages, or work/volunteer experience you have that is related to the position you are applying for: | | | | | | | | | | | | | | | | | | | |
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| **WORK EXPERIENCE** *Describe all work/volunteer experience starting with most recent. Attach multiple pages and/or your resume if needed.* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organization | |  | | | | | | | | | | | Job Title | | | | |  | | | | | | | | |
| Address | |  | | | | | | | | | | | Supervisor Name | | | | | | |  | | | | | | |
| Job Status | | Full Time  Part Time  Casual  Volunteer | | | | | | | | | | | | | | | | | | | | | | | | |
| Responsibilities | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | To | |  | Reason for Leaving | | | | |  | | | | | | | | | | | | | | | |
| **May we contact your previous supervisor for a reference?** | | | | | | | | | | YES | | | NO | | | Phone | | | | ( ) | | | | | | |
| Organization | |  | | | | | | | | | | | Job Title | | | | |  | | | | | | | | |
| Address | |  | | | | | | | | | | | Supervisor Name | | | | | | |  | | | | | | |
| Job Status | | Full Time  Part Time  Casual  Volunteer | | | | | | | | | | | | | | | | | | | | | | | | |
| Responsibilities | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | To | |  | Reason for Leaving | | | | |  | | | | | | | | | | | | | | | |
| **May we contact your previous supervisor for a reference?** | | | | | | | | | | YES | | | NO | | | Phone | | | | ( ) | | | | | | |
| Organization | |  | | | | | | | | | | | Job Title | | | | |  | | | | | | | | |
| Address | |  | | | | | | | | | | | Supervisor Name | | | | | | |  | | | | | | |
| Job Status | | Full Time  Part Time  Casual  Volunteer | | | | | | | | | | | | | | | | | | | | | | | | |
| Responsibilities | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | To | |  | Reason for Leaving | | | | |  | | | | | | | | | | | | | | | |
| **May we contact your previous supervisor for a reference?** | | | | | | | | | | YES | | | NO | | | Phone | | | ( ) | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** *Indicate up to 3 professional references that we may contact.* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | Occupation | | | | | |  | | | | | | | | | | | |
| Address | |  | | | | | | | Phone | | | ( ) | | | | | | | | | | | Years Known | |  | |
| Name | |  | | | | | | | Occupation | | | | | |  | | | | | | | | | | | |
| Address | |  | | | | | | | Phone | | | ( ) | | | | | | | | | | | Years Known | |  | |
| Name | |  | | | | | | | Occupation | | | | | |  | | | | | | | | | | | |
| Address | |  | | | | | | | Phone | | | ( ) | | | | | | | | | | | Years Known | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I verify that the statements I have made on this application are true and complete to the best of my knowledge. I give permission to verify the information provided and obtain information regarding my previous employment, education, and any other information relevant to this application. I understand that if this application leads to employment, false or misleading information in my application or interview may result in dismissal.  Note: A current Criminal Record Check with Vulnerable Sector Check - at your own expense and provision - is required prior to an offer of employment. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | | | | | | | Date | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **How did you hear about this position?** | | | | Website | | |  | Job Fair | | | | | |  | | | Friend/Family | | | | |  | | Other \_\_\_\_\_\_\_\_\_\_\_ | |  |
| Online Job Board | | |  | Social Media | | | | | |  | | | Current Employee | | | | |  | |  | |  |