



EMPLOYMENT APPLICATION FORM

450 Cowie Hill Rd (PO Box 8388, RPO CSC), Halifax, NS B3K 5M1

Fax: 902-490-6934

Please print clearly. All questions must be answered specific to the position one is applying for.
A resume in lieu of an application form is acceptable.

Section A:

Competition #: _____

Position Title: _____

Internal applicants complete the following:

Employee #: _____

CUPE Local #: _____

Section B (For External Applicants Only):

Are you 16 years or older and legally entitled to work in Canada? Yes/No

Within the last 5 years, have you been convicted of a criminal offence for which a pardon has not been granted? If yes, please provide details on a separate piece of paper. Yes/No

Section C:

Name: _____
(Surname) (First Name) (Middle Initial)

Address: _____
(Street) (Apt #)

(City) (Province) (Postal Code)

Contact Information: _____
(Home #) (Cell #)

(Business #) (E-mail)

Section D:

Education (please check those that apply)

- Grade 12 or GED**
- Last Grade Obtained
- College/University
- Vocational/Technical Trades
- Additional related Training/Education
- Other

Name of Certificate/Diploma/Degree Obtained

Section E:

Please list the other certifications / training you have received:

Section F:

If applying for a position requiring driving, please complete this section:

Valid Driver's License Yes/No Class: _____ Air Bakes Yes/No

Note: A current driver's abstract (within 30 days of posting) will be required if called for an interview.

Section G:

Please list the equipment you have operated:

Section H:

Statement of previous employment (attach a separate sheet if additional space is required).

Present or Most Recent Employer:

Dates of Employment:

Title or Position Held:

Supervisors Name/Phone #:

Duties/Nature of Work Performed:

Previous Employer:

Dates of Employment:

Title or Position Held:

Supervisors Name/Phone #:

Duties/Nature of Work Performed:

Section I:

References: Give the names of two employers who are sufficiently familiar with your qualifications and work performance to give information about you.

Name: _____

Phone: _____

Name: _____

Phone: _____

Declaration

It is understood and agreed that the information given on this application is true to the best of my knowledge, and any misrepresentation made by me, may be sufficient cause for immediate dismissal.

(Signature)

(Date)