



EMPLOYMENT APPLICATION FORM

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

Fax: 902-490-6934

Internal Applicants: humanresources@halifaxwater.ca

External Applicants: jobs@halifaxwater.ca

Halifax Water Is An Equal Opportunity Employer

Halifax Water’s goal is to be a diverse workforce that is representative of the community we serve, at all job levels. Halifax Water believes a diverse workforce positively contributes to its success, and the success of our community. We encourage applications from qualified African Nova Scotians, LGBTQ+ community, racially visible persons, women in non-traditional positions, persons with disabilities and Indigenous persons. Halifax Water encourages applicants to self-identify in the cover letter or on the application form.

I would like to self-identify as part of the recruitment and selection application process Yes/No/
Not Applicable

Fit for Duty

The use of Drugs and Alcohol in the workplace can adversely affect job performance, the health, safety or security of Employees, other persons, property, the environment, or individual and corporate reputation. Being unfit for duty through the use of Drugs and Alcohol affects our Employees’ ability to safely and properly perform their employment responsibilities. Halifax Water is a Drug and Alcohol-free workplace. The health and safety of our Employees and the general public is Halifax Water’s highest priority. Consequently, the purpose of this Policy is to provide a working environment that is free of the effects of Drug and Alcohol use, and to ensure that all employees are treated fairly and consistently, with dignity and respect. Awareness and education for all Employees and early detection and access to treatment for those Employees with Drug and Alcohol addiction/dependencies helps to maintain a safe and healthy workplace.

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

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 be prepared to provide details if offered a position. Yes/No

Section C:

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

Address: _____
(Street) (Apt #)

(City) (Province) (Postal Code)

Contact Information: _____

 (Home #) (Cell #)

 (Work #) (E-mail)

Section D:

<i>Education (please check those that apply)</i>	<i>Name of Certificate/Diploma/Degree Obtained</i>
<input type="radio"/> Grade 12 or GED	_____
<input type="radio"/> Last Grade Obtained	_____
<input type="radio"/> College/University	_____
<input type="radio"/> Vocational/Technical Trades	_____
<input type="radio"/> Additional related Training/Education	_____
<input type="radio"/> Other	_____

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 offered a position.

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:

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)