

APPLICATION FOR EMPLOYMENT

PERSONAL

Name

Last

First

Middle

Telephone: Home: _____ Cell: _____ Business: _____

Present Address:

Street

Apt. No.

City

Province

Postal Code

Email Address: _____

Are you legally eligible to work in Canada?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been employed by HPL or a predecessor before?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, _____				
	Date Left		Department	
Have you been convicted for a Criminal offense for which you have not received a pardon?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you related to anyone working at the Hamilton Public Library?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, _____				
	Name		Department	
What source referred you to this company? Walk in _____ Friend _____ Website _____ Job Ad _____				

GENERAL

Position(s) applied for: _____

Date available: _____

Type of employment sought: Full-Time _____ Part-Time _____ Summer _____ Casual _____

Age: 14-18 _____ >18 _____

To determine your qualification for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as employment history. Additional information may be attached on a separate sheet.

EDUCATION RECORD

Education	Course of Study	Grade or Level Completed	Degree, Diploma or Certificate
Secondary School			
Technical, Vocational or Other			
University / College			
Post Graduate Study			

WORK RELATED SKILLS: Describe any of your work related skills, experience or training that relate to the position being applied for:

KEY BOARDING SPEED: _____

PC APPLICATIONS USED: _____

LANGUAGES: _____

LICENCES: _____

PERSONAL INTERESTS AND ACTIVITIES: (civic, athletic, volunteer)

EMPLOYMENT RECORD (Most Recent Employer First)

Name and Address of Present/Last Employer	Present/Last Job Title:	
	Period of Employment From: _____ To: _____	Salary
	Name of Supervisor	Telephone
Type of Business	Reason for Leaving:	
Duties/Responsibilities:		
Name and Address of Previous Employer	Previous Job Title:	
	Period of Employment From: _____ To: _____	Salary
	Name of Supervisor	Telephone
Type of Business	Reason for Leaving:	
Duties/Responsibilities:		

For Additional Employment Information, Please attach a copy of your resume.

For Employment References may we contact:

Your present Employer? _____ Former Employer(s)? _____

Please list references if different than above on a separate sheet. Attached: Yes No

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal. I further understand that if this position requires a valid driver's licence, proof thereof will be required after hire.

Signature: _____ Date: _____

The Undersigned consents to the obtaining of such reference checks, personal or background checks as the Hamilton Public Library may require in connection with your employment. Positions that require criminal background check will require an additional release to be signed. It is understood that the various checks referred to are for employment purposes only.

Signature: _____ Date: _____