



# APPLICATION FOR EMPLOYMENT

**PERSONAL AND CONFIDENTIAL**

The information on this application form will be used to evaluate your suitability for employment. If hired, the information will be used to communicate with you on any matters relating to your employment and to determine your suitability for future promotion within the Co-operative or the Co-operative Retailing System. Please carefully read and complete all areas of this application and sign the personal consent section on the last page.

NAME	Last	First	Second	RESUME ATTACHED
				Yes <input type="checkbox"/> No <input type="checkbox"/>
ADDRESS	No. And Street	City or Town	Province	Postal Code
				TELEPHONE
Have you ever been convicted of an offense (other than a traffic violation) for which a pardon has not been granted?			Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, explain (If additional space required, attach a separate letter).
			Are you presently bondable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Has your bond ever been revoked?	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			(If yes, attach explanation)	
Do you have a disability or condition which will affect your ability to perform any of the functions of the job for which you have applied?			Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, explain what functions you cannot perform and what accommodations could be made which would allow you to do the work adequately. (If additional space required, attach separate letter).
			Are you legally entitled to work in Canada?	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Location Preferred			Reason	If necessary, would you accept a transfer?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Work Preferred				
1.		2.		3.
Date Available	Preference for (if applicable):			Availability:
	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual			<input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends
Salary Required		Who referred you to our organization?		

EDUCATION	DATES ATTENDED	SCHOOL NAME AND ADDRESS	MAJOR FIELD	ATTAINMENT
HIGH SCHOOL	From _____, _____ YEAR	Name	Academic <input type="checkbox"/>	Highest Grade Completed
	To _____, _____ YEAR	Location Province	Vocational <input type="checkbox"/>	
COLLEGE OR UNIVERSITY	From _____, _____ YEAR	Name	Other <input type="checkbox"/>	Specify Degree or Diploma Obtained
	To _____, _____ YEAR	Location Province		
BUSINESS, TRADE OR OTHER SCHOOL	From _____, _____ YEAR	Name		Specify Certification Obtained
	To _____, _____ YEAR	Location Province		

<b>EMPLOYMENT HISTORY</b>	(BEGIN WITH MOST RECENT)	Circle the number of the employer whom you do not wish us to contact at this time. <b>1 2 3</b>
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<b>1. COMPANY NAME:</b>		TELEPHONE #
STREET ADDRESS	CITY	PROVINCE
		POSTAL CODE
TYPE OF BUSINESS:	NATURE OF DUTIES FROM START TO LEAVING	
POSITION:		
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/>		
STARTING SALARY \$	CURRENT SALARY \$	
EMPLOYED FROM: _____, _____ YEAR	REASON FOR LEAVING	IMMEDIATE SUPERVISOR
TO: _____, _____ YEAR		Name:
NO. OF PEOPLE SUPERVISED:		Title:

<b>2. COMPANY</b>		TELEPHONE #:	
NAME:			
STREET ADDRESS		CITY	PROVINCE
		POSTAL CODE	
TYPE OF BUSINESS:		NATURE OF DUTIES FROM START TO LEAVING	
POSITION:			
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/>			
STARTING SALARY \$	FINAL SALARY \$		
EMPLOYED FROM:		REASON FOR LEAVING	IMMEDIATE SUPERVISOR
MONTH	YEAR		Name:
TO:			Title:
MONTH	YEAR		
NO. OF PEOPLE SUPERVISED:			

<b>3. COMPANY</b>		TELEPHONE #:	
NAME:			
STREET ADDRESS		CITY	PROVINCE
		POSTAL CODE	
TYPE OF BUSINESS:		NATURE OF DUTIES FROM START TO LEAVING	
POSITION:			
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/>			
START SALARY \$	FINAL SALARY \$		
EMPLOYED FROM:		REASON FOR LEAVING	IMMEDIATE SUPERVISOR
MONTH	YEAR		Name:
TO:			Title:
MONTH	YEAR		
NO. OF PEOPLE SUPERVISED:			

<b>OTHER TIME</b>	<u>Account for your time during any interval of unemployment other than when you were attending school.</u> (You may decline to list any illnesses or leaves of absences relating to disability).
Date (Month And Year)	Explanation
From MONTH, YEAR To MONTH, YEAR	
From MONTH, YEAR To MONTH, YEAR	

<b>REFERENCES</b>	Give three personal references who have known you well during the last five or more years excluding relatives & former employers. (You may decline to list ministers of religion).			
Name Include First Name Or Initials	Address No. And Street City Or Town Province	Telephone	Years Known	Present Or Most Recent Occupation

<b>ADDITIONAL INFORMATION</b>	Co-op background, interests, extracurricular activities, special skills such as equipment operated, languages spoken/written, computer skills, academic honors, scholarships, etc. (You may decline to list organizations that would depict your race, religion, ancestry or disabilities).

I HEREBY CONSENT TO THE COLLECTION OF THE INFORMATION IN THIS APPLICATION AND TO ITS USE FOR THE STATED PURPOSES.

I ALSO CONSENT TO HAVE AN INVESTIGATION OF WORK AND PERSONAL REFERENCES, CRIMINAL RECORD AND CREDIT. IN SIGNING THIS APPLICATION, I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS IS CAUSE FOR CANCELLATION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_