

Application for Employment

To Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

Date: _____

Please print clearly

Position(s) applied for _____

Full Time Part Time Seasonal Student

Were you previously employed by us? _____ If yes, when? _____

Are you legally entitled to work in Canada? Yes No Date Available? _____

PERSONAL INFORMATION

PRINT

Name: _____
Last First Middle

Address: _____
Street & Number City Postal Code

Residence Phone: () Business Phone () Email: _____

EDUCATION & TRAINING

Certificate, Diploma or Degree	Program of Study	Completed or In Progress

QUALIFICATIONS

Please list other skills: education, training courses & certificates, licenses (ie. Driver's), apprenticeships and qualifications, that you feel are related to the position you are applying for. **Note:** Aquatic applicants, please list all qualifications.

Award Qualifications	Year Achieved	Expiry Date

WORK EXPERIENCE

Please list most recent employment first. Include any volunteer jobs.

Job Title	Employer	Address & Phone Number	Period of Employment

SKILLS AND INTERESTS

Please list any Activities, Clubs, Groups, Sports or other experiences, and skills which would assist you in qualifying for work with the Town? (Do not list any activities denoting age, ancestry, colour or ethnic background, creed, marital or civil status, nationality, national or social origin/condition, physical or mental disability/handicap, place of origin, political opinion, race, religion, sex or sexual orientation.)

Please state dates and times available for an interview (i.e. March Break, evenings only, etc.)

Dates	Times

REFERENCES:

Name	Position	Phone Number

I, _____ authorize the Halton Hills Public Library to contact the person(s) and/or organizations listed above, under "References", for the purpose of obtaining information including that contained in my personnel file. These persons are authorized to disclose such information.

Date: _____ **Signed:** _____

Personal information on this form is collected under the authority of The Municipal Act, 2001 (S.O. 2001, c.25) and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Director of Library Services, Halton Hills Public Library, 9 Church Street, Halton Hills (Georgetown), Ontario, L7G 1X2, (905) 873-2681.