

Employment Application: External



PLEASE PRINT

Name: _____ Date: _____
First Name and Initial Last Name Day Month Year

Address: _____ Telephone: _____
Number and Street City and Province Postal Code

Are you legally entitled to work in Canada? Yes No Are you 15 years of age or older? Yes No

Are you available to work: Mornings Afternoons Evenings Weekends

Position applied for: _____ Full Time Part Time On Call

Job Posting #: _____ Preference of Location: _____

EDUCATION AND TRAINING:

Type	Name of Institution	Major Subjects	No. of Years Attended	Year Completed	Certificate, Diploma, Degree
Secondary School					
College					
University					
Technical					
Other					

EMPLOYMENT HISTORY (*list in order, last or present employer first*)

Dates of Employment	From:	Month	Year	To:	Month	Year
Position held:						
Employer's name and address:				Telephone:		
Type of business:			Immediate Supervisor:			
Reason for leaving:						
Describe main duties and responsibilities:						

Dates of Employment	From:	Month	Year	To:	Month	Year
Position held:						
Employer's name and address:				Telephone:		
Type of business:			Immediate Supervisor:			
Reason for leaving:						
Describe main duties and responsibilities:						

EMPLOYMENT HISTORY - continued (list in order, last or present employer first)

Dates of Employment	From:	Month	Year	To:	Month	Year
Position held:						
Employer's name and address:				Telephone:		
Type of business:			Immediate Supervisor:			
Reason for leaving:						
Describe main duties and responsibilities:						

VOLUNTEER HISTORY

Dates of Employment	From:	Month	Year	To:	Month	Year
Position held:						
Organization's name and address:				Telephone:		
Type of business:			Immediate Supervisor:			
Reason for leaving:						
Describe main duties and responsibilities:						

SKILLS/EXPERIENCE:

Word processing: _____ words per minute

If you have any additional information considered pertinent, i.e. additional work experience, please attach a separate sheet.

EMPLOYMENT REFERENCES:

Name:	Name:
Company:	Company:
Telephone:	Telephone:
Position:	Position:

STATEMENT:

I hereby:

1. Irrevocably consent to Fraser Valley Regional Library ("the library"), or an agent thereof, obtaining reports containing personal information from my past employer(s) or from any other person or agency.
2. Certify that the information given in this application is true, correct and complete to the best of my knowledge and belief.
3. Understand that any false or deliberately misleading statement contained in the application may be grounds for my dismissal.

Applicant's signature: _____ Date: _____

The information on this form is collected under the authority of the BC Library Act and Freedom of Information and Protection of Privacy Act. The information provided will be used to process your application for employment with the Fraser Valley Regional Library. This application will be retained for one year from date of receipt. If you have any questions about the collection and use of this information, contact the Library's Labour And Employee Relations Department or Human Resources at 604-859-7141 or 1-888-668-4141.