



**WORK HISTORY:**

Are you presently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

How soon could you be available to start work? \_\_\_\_\_

Please list below the position you now hold, and the positions you have held. Start with your most recent position.

a) Dates: From \_\_\_\_\_ To \_\_\_\_\_

Company \_\_\_\_\_

Phone No.: \_\_\_\_\_

Position Held \_\_\_\_\_

Immediate Supervisor's Name & Title \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

b) Dates: From \_\_\_\_\_ To \_\_\_\_\_

Company \_\_\_\_\_

Phone No.: \_\_\_\_\_

Position Held \_\_\_\_\_

Immediate Supervisor's Name & Title \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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c) Dates: From \_\_\_\_\_ To \_\_\_\_\_

Company \_\_\_\_\_

Phone No.: \_\_\_\_\_

Position Held \_\_\_\_\_

Immediate Supervisor's Name & Title \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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### **EDUCATION HISTORY**

a) Secondary School & Location \_\_\_\_\_

Years in attendance \_\_\_\_\_; Grade completed \_\_\_\_\_; Years \_\_\_\_\_

Stream \_\_\_\_ Academic \_\_\_\_ Business/Commercial \_\_\_\_ Technician/Vocation \_\_\_\_

b) College and Location \_\_\_\_\_  
Course \_\_\_\_\_ Specialty \_\_\_\_\_ Part-time  
Qualifications obtained \_\_\_\_\_ Year \_\_\_\_\_ Full-time  
Special Activities & Honours \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) University and Location \_\_\_\_\_  
Course \_\_\_\_\_ Specialty \_\_\_\_\_ Part-time  
Qualifications obtained \_\_\_\_\_ Year \_\_\_\_\_ Full-time  
Special Activities & Honours \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) Post-graduate Studies at \_\_\_\_\_  
Course \_\_\_\_\_ Specialty \_\_\_\_\_  
Completion (expected) \_\_\_\_\_  
Are you currently taking courses? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please give details \_\_\_\_\_  
Special training and skills \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER PLACEMENTS**

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Please provide us with the names of relatives, spouse, significant others, currently employed by **inclusion POWELL RIVER SOCIETY**

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What languages do you

Speak

Read

Write

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please list additional information you feel important in assessing your suitability for employment

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**REFERENCES**

|    | Name  | Phone No.: |
|----|-------|------------|
| 1) | _____ | _____      |
| 2) | _____ | _____      |
| 3) | _____ | _____      |

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONDITIONS OF EMPLOYMENT**

Please indicate if you currently meet the following conditions of employment:

|  |       |
|--|-------|
| Criminal Record Check                  | _____ |
| First Aid Certificate                  | _____ |
| Doctor's letter indicating fit to work | _____ |
| Class 4 (unrestricted license)         | _____ |
| TB Test                                | _____ |

**DECLARATION**

I acknowledge that the information I have supplied as part of my application for employment is true and accurate to the best of my knowledge. I understand that any misrepresentation in this application may be cause for dismissal. I hereby authorize **inclusion POWELL RIVER SOCIETY** to contact any of the references listed above as well as any employers, volunteer agencies or educational institutions provided by me as part of my application for employment.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date