

EMPLOYMENT APPLICATION FORM

 Received Date:

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Complete All Sections Unless Otherwise Indicated – Please Print

Position or type of work applied for:			
What Type of Employment	Days <input type="checkbox"/>	Permanent <input type="checkbox"/>	Full Time <input type="checkbox"/>
Are You Available for:	Evenings <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Part Time <input type="checkbox"/>
	Nights <input type="checkbox"/>		On Call <input type="checkbox"/>

P E R S O N A L	Surname		Given Names	
	Address		Postal Code	
	City			
	Home Phone		Work	
	Email		Cell	
	Is your ability to perform your duties likely to be affected by a current or previous illness or disability?			
	<input type="checkbox"/> Yes If yes, please give details <input type="checkbox"/> No			
	Have you ever been convicted of a criminal offence relevant to the position applied for?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<p>If yes, please give details. All successful candidates will be required to provide proof that they have no conviction which is related to their intended employment with the YMCA. Any employment offer will be contingent upon a successful criminal record check and clear vulnerable sector search. Continued employment with the YMCA is dependent upon maintaining that status.</p>			
Are you at least 15 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you legally entitled to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No			Work Visa expiry date (if applicable):	
Do you have a SIN? <input type="checkbox"/> Yes <input type="checkbox"/> No *SIN must be provided by successful candidates upon hiring.				
(Optional) Do you belong to one of the following equity groups?				
<input type="checkbox"/> Women <input type="checkbox"/> Visible Minority <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> First Nations				

Internal Applications Only	Current Position:		Division/Location:
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> On Call		Length of Service:

E D U C A T I O N	Name & Location of School or Institution	Course, Program, Major, etc.	Diploma/Degree/T.Q.	Date Started	End Date
	High School:				
	College/University:				
	Vocational, Trade, Technical:				
	Post Graduate:				
	Other Training eg. coaching, aquatics, fitness certification, etc.:				
Attached copies of degrees, diplomas, certification etc... <input type="checkbox"/> Yes <input type="checkbox"/> No					

S K I L L S	Other relevant experience or skills, including volunteer and leadership roles:			
	First Aid Certificate:	Languages:	Drivers License: Class:	Computer Skills:

To be Completed by All Applicants

E X P E R I E N C E	1. Present or Last Employer (if unemployed):	From:	To:
	Position Title:	Supervisor's Name:	
	Duties:	Supervisor's Title and Phone:	
		Notice Required:	
	2. Previous Employer:	From	To:
	Position Title:	Supervisor's Name:	
	Duties:	Supervisor's Title and Phone:	
		Reason for Leaving	
	3. Previous Employer:	From:	To:
	Position Title:	Supervisor's Name:	
	Duties:	Supervisor's Title and Phone:	
		Reason for Leaving:	

How did you hear about this employment opportunity?

Event Social Media Website Radio TV Job Board Newspaper Google Indeed Other

Specify: _____

Have you been employed by the YMCA before? Yes No

If yes, where and when? _____

I hereby authorize the YMCA of Northern BC to contact present and previous employers for confidential references:

Yes No

Personal Reference (only if employment reference is unavailable)

Name: _____ Phone: _____

Occupation: _____

Declaration Applicable to All Applicants Including Current Employees

I certify that I have read the above statements. I further certify that all of the statements made by me in this application are true and complete to the best of my knowledge. I understand and agree that falsification or omission of information called for will make me subject to discharge from employment. I understand that I need to provide a valid SIN in order to commence employment.

I understand that any employment offer will be contingent upon a clear criminal record check and vulnerable sector search and that it is my responsibility to make sure this search is completed.

Signature

Date

The information you have provided will be used to determine your suitability for employment – please check it for completeness. A resume and cover letter highlighting your fit to the position should be attached. This application will only be acknowledged if you are applying for an advertised position and are short listed for an interview. Applications must be received in the appropriate office on or before closing date.