

EMPLOYMENT APPLICATION

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1. APPLYING FOR:

Job Title _____
 Location _____

2. HOW DO WE CONTACT YOU?

Your Name _____
 Mailing Address _____
 City _____ Province _____ Postal Code _____
 Home Phone () _____ Fax Number () _____
 E-mail Address _____

3. TELL US ABOUT YOUR EDUCATION:

High School (Name) _____ Location _____
 Diploma Other (Specify) _____ Highest Grade Completed _____
 College Graduate? Yes No Your Name if Different While Attending School _____

Give name and address of school, major course of study and degree received

Undergraduate College / University		Graduate School	
Degree	Year Degree Obtained	Degree	Year Degree Obtained
Pertinent Undergraduate Courses	Credits	Pertinent Graduate Courses	Credits

Job Related Training and Course Work

List any skills, licenses and certificates which are related to the job you seek (including computer software proficiency)

4. TELL US ABOUT YOUR WORK EXPERIENCE:

Describe your work experience in detail, beginning with your current or most recent job. Include job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A resume may be attached, but not substituted for completing this section.**

1. Name of Present or Last Employer _____

Address _____ Phone () _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

2. Name of Present or Last Employer _____

Address _____ Phone () _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

3. Name of Present or Last Employer _____

Address _____ Phone () _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

4. Name of Present or Last Employer _____

Address _____ Phone () _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

5. Name of Present or Last Employer _____

Address _____ Phone () _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

6. Name of Present or Last Employer _____

Address _____ Phone () _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

5. TELL US ABOUT YOU:

Do you possess a valid driver's license? Yes No

If yes, please provide Province _____
Number _____ Expiration Date _____ Class _____

Have you ever been convicted of a criminal offence? Yes No

Note: omit minor vehicle violations and any offence committed before your 17TH birthday. Conviction of a criminal offence is not a bar to employment in all cases. Each conviction is evaluated individually.

If yes, please list charge _____
Where convicted _____ Date _____
Disposition / Statu _____

Have you ever been terminated or forced to resign from any job? Yes No

If yes, please explain _____

Are you legally authorized to work in Canada? Yes No

Note: persons legally eligible to accept work are Canadian Citizens, landed immigrants, or those on special permit. Documentary evidence of eligibility may be required.

Are you willing to work anywhere in BC? Yes No

Do you have or have you had any illness or disability which will affect your ability to perform the duties of the position for which you are applying? Yes (if yes, please explain on a separate sheet) No

Give the names of two people, not relatives, that are familiar with your work

Name _____ Address _____ Phone () _____
Name _____ Address _____ Phone () _____

Are you applying for an advertised position? Yes No

If yes, how did you find out about this employment opportunity? _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

Certification of Applicant: By my signature, I affirm, agree and understand that all statements on this form are true and accurate. Any misrepresentation, falsification or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Freedom of Information and Protection of Privacy Act: The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Section 27). It is required for the recruitment and selection of employees and is used to record information about applicants and as a basis for determining employment suitability. In the case of successful applicants, the information will be used for Kimco Controls Ltd. human resources programs.

Signature _____ Date _____

OFFICE USE ONLY

Remarks: _____

Date Received: / /