

APPLICATION FOR EMPLOYMENT



DATE _____

Please complete this application in as much detail as possible, even if you are also submitting a resume. The more you write, the easier it is for us to know if you are going to fit within our company. Attach extra paper as necessary. Thank you for applying. Please send in application or email to katie@rjmachine.ca

Are you applying for <input type="checkbox"/> Full Time <input type="checkbox"/> Seasonal			
Name (print) _____			
Last	First	Middle	
Address _____			
Street	Apt	City	Postal Code
Telephone _____		Email address _____	

Are you currently enrolled in school or university? Yes No

Education	Name of School	Grade/Year Completed	Major	Diploma/Degree
High School				
Community College				
Business, Trade or Technical School				
University				
Other				

If employed or previously employed, please complete the following section starting with your most recent or current employer.

Name of last employer (Company)		Address (street, city)		Telephone	
Type of Work	Date Started	Date Last Worked	Salary/Wage		
May we contact your current employer for a reference? Yes No		If yes, identify immediate supervisor who would know your name. What was her/his title?			
Position you held		Duties and responsibilities			
Why did you leave (or are looking to leave)?		What do you think your employer would say about you?			
What did you like most about the job?		What did you like least about your job?			

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If necessary, list other employers on a separate sheet. This is particularly important for a fair evaluation of your work record if any of the above has been short service.

Are you available to work Monday through Friday as well as Saturdays, as needed? _____ Yes _____ No
 Are you available to work overtime, as needed? _____ Yes _____ No
 Do you have your own transportation to and from work? _____ Yes _____ No
 Are you comfortable working around the water? _____ Yes _____ No

In addition to your work history, what other experiences, skills or qualifications make you a good fit for our company?

Why do you want this job?	What is your expected rate of pay? \$ _____ _____ Hourly _____ Weekly
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What are your personal goals?	What skills do you need to improve upon?
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To be an effective employee, what must a person do or not do?

DO:

NOT DO:

What events, sports, hobbies or volunteer activities are you involved in?

What are some things in a job that are important to you?	What kinds of things in a job would make it not appealing to you?
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Is there anything else you would like to tell us about yourself?

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

Have you ever been convicted of an offence under the Criminal Code of Canada, of any other country or state, or under any statute of any Province of Canada, for which you have not been pardoned and which may have some bearing upon the position for which you are applying? _____ Yes _____ No

Do you have a valid drivers licence ? _____ Yes _____ No If so, what classification of licence to you have? _____
We require that everyone who drives one of our company vehicles to provide us with a current drivers abstract. Are you able to provide us with one if hired? _____ Yes _____ No

For what position are you applying?

Are you acquainted with anyone working at R&J Machine? _____ Yes _____ No
(if so, please give their name, position and length of acquaintance.)