

Norfolk Association for Community Living

644 Ireland Road

Simcoe, Ontario N3Y 4K2

(519) 426-5000

**APPLICATION FOR EMPLOYMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Administration** |  |  | **Residential Support** | |  | |  | **Casual Relief** | | |  |  |
| **Career** |  |  | **Family Home** | |  | |  | **Volunteer** | | |  |  |
| **Summer Employment** |  |  |  | |  | |  |  | | |  |  |
| **Position being applied for: (Please Check)** | | | | **Full Time** | |  | | |  | **Part Time** |  |  |
|  | | | |  | |  | | |  |  |  |  |

|  |  |
| --- | --- |
| Are you legally eligible to work in Canada? (Yes/No) |  |

1. **PERSONAL DATA:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  |  |  |
|  | Given Name(s) |  | Last Name |  |
| Address: |  | | |  |
|  |  | | |  |
|  |  | | |  |
| Phone: |  |  |  |  |
|  |  |  |  |  |

1. **EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years Completed:** | | | | |
| Secondary |  |  | | |
| College |  |  | | |
| University |  |  | | |
| Diploma(s) Awarded: | | |  |  |
| Degree(s) Awarded: | | |  |  |
| Other Courses, Workshops, Seminars, Training: | | |  |  |
|  | | | | |

**PLEASE NOTE: WE ARE UNABLE TO PROCESS INCOMPLETE APPLICATIONS.**

# WORK RELATED SKILLS:

Describe any of your work related skills, experience, or training that relate to the position being applied for.

# PERSONAL QUALIFICATIONS:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Driver's License? (Yes/No) | |  | Class |  |  | | |
| Do you have access to a vehicle? (Yes/No) | |  |  |  |  | | |
| Have you ever worked for NACL before? (Yes/No) | |  |  |  |  | | |
| If yes, when? |  | |  |  |  | | |
| Are you now employed? (Yes/No) | |  |  | | |  |  |
| Have you attended an Information & Recruitment Session? (Yes/No) | | | |  |  |  |  |
| If yes, date attended: |  | | | |  |  |  |
| When would you be available to begin employment/volunteering? | | | |  | | |  |
|  | | | |  |  |  |  |

1. **EMPLOYMENT HISTORY**

List your most recent place of employment on the top line with previous employment listed in sequence. Approximate dates will be acceptable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Started Year/Month** | **Date Left**  **Year/Month** | **Employer**  **Name – Address – Phone Number**  **Name of Supervisor** | **Job Title** | **Reason For Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **OTHER INFORMATION** (Optional)

Personal interests and activities:

# REFERENCES:

For employment references, may we approach?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your present/last employer? (Yes/No) |  |  |  |  |
|  |  |  | ***(Applicant Signature)*** |  |
| Your former employer(s)? (Yes/No) |  |  |  |  |
|  |  |  | ***(Applicant Signature)*** |  |

**Three (3) Work Related References:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1) | Name: |  | | | | |  |
|  | Address: |  | | | | |  |
|  |  |  | | | | |  |
|  | Home Ph#: |  |  | Work Ph#: |  |  | |
|  |  |  |  |  |  | |  |
| 2) | Name: |  | | | | |  |
|  | Address: |  | | | | |  |
|  |  |  | | | | |  |
|  | Home Ph#: |  |  | Work Ph#: |  |  | |
|  |  |  |  |  |  | |  |
| 3) | Name: |  | | | | |  |
|  | Address: |  | | | | |  |
|  |  |  | | | | |  |
|  | Home Ph#: |  |  | Work Ph#: |  |  | |
|  |  |  |  |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **APPLICANT CERTIFICATION AND AGREEMENT** | | | | |  |
|  | **(Please Read Carefully)** | | | | |  |
|  |  | | | | |  |
|  | I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal. | | | | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | *(Date)* |  | *(Signature)* |  |  |
|  |  |  |  |  |  |  |

File: Application for Employment (May 2019)