

Clerical Application Form

Date: _____

Updated On: _____

Updated On: _____

Note: All applications will be held for a three month period. If you wish to keep your application active, contact the Human Resource Office near the end of the third month and we will update your application.

Personal Data (Please Print Clearly)

Name: _____ Telephone No. _____
Last Given Name

Present Address: _____
No. Street City Postal Code

Email Address: _____

Position applied for: _____

Is your application for Full-time Part-time?

Were you previously employed by us? Yes No If yes, when? _____

Have you ever been convicted of a criminal offence for which you have not received a pardon?

Yes No

Are you legally entitled to work in Canada? _____

Skills and Experience

Indicate equipment which you operate competently. Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Typing _____ wpm | <input type="checkbox"/> Switchboard | |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Data Entry | |
| <input type="checkbox"/> Cash Handling | <input type="checkbox"/> Filing | |
| <input type="checkbox"/> Customer Service Experience | <input type="checkbox"/> Safety Training (specify) _____ | |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel |
| <input type="checkbox"/> Other (specify) _____ | | |

Describe any other experiences, skills or qualifications which you feel you are suited to the position for which you are applying.

School	Course of Study	Year Completed	Did You Graduate?	List Diploma Or Degree
High School				
College/University				
Other (Specify)				

Employment

List below, beginning with your most recent/present employment

Name of Company

Address

Dates worked to _____ from _____

Position Title

Last Salary

Duties

Reason For Leaving

Name of Company

Address

Dates worked to _____ from _____

Position Title

Last Salary

Duties

Reason For Leaving

(Please attach resume)

The Corporation of the City of North Bay will request to contact previous employers for the purposes of obtaining validation of experience, qualifications and employment references in relation to your application for employment with the Corporation of the City of North Bay.

The facts set forth above in my application for employment are true and complete. I understand that if employed false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant _____

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.

Accommodation will be provided in all parts of the hiring process as required under the City of North Bay's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.