

## General 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?

Are you available for shift-work?  Yes  No

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 any equipment which you operate competently.

Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Mechanical Aptitude<br><input type="checkbox"/> Customer Service Experience<br><input type="checkbox"/> Computer Skills<br><input type="checkbox"/> First Aid/CPR Certificate<br><input type="checkbox"/> 310 T Mechanic License | <input type="checkbox"/> Clean Driving Record<br><input type="checkbox"/> Safety Training (specify) _____<br><input type="checkbox"/> Drivers' License (specify class) _____<br><input type="checkbox"/> Other (specify) _____<br><input type="checkbox"/> 310 S Mechanic License |
|---|---|

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.