



APPLICATION FOR EMPLOYMENT

For prompt consideration, this form must be filled in completely and accurately, be legible, and certified to as being true and complete.

If you require additional space for any item, attach a sheet of paper to this form.

Please notify us of all changes of phone and address. If you cannot be reached at the number given, your application will be withdrawn.

POSITION APPLIED FOR _____

NAME OF DEPARTMENT _____

Permanent ___ Permanent Part-time ___ Student ___ Temporary ___ Casual ___

Date available for appointment if successful _____

If Student, period available for employment. From _____ To _____

Have you ever been employed by the City of Grande Prairie? Yes ___ No ___

If yes, Employment Area _____ Employment Dates _____

Restrictions apply regarding employment of relatives - Further information is available from the City Manager's Office or the City Clerk's Office.

FAMILY NAME _____ FIRST NAME _____

ADDRESS _____

CITY _____ PROVINCE _____

POSTAL CODE _____ Email _____

TELEPHONE (home) _____ (Other) _____

Have you reached age 18? ___ Is it legal for you to work in Canada? ___

EDUCATION

Type of school	Subjects Specialized in	Diploma, Degree, or Certificate Obtained
High School		
Post-Secondary		
Other - (i.e. Business or Trade School)		

Continuous Learning: Describe here any subject or activity, whether related to your previous work or not, which you are pursuing in order to improve your qualifications or to broaden your field of knowledge.

EMPLOYMENT HISTORY

Begin with the most recent position. Account for all employment periods including self-employment.

Month/Year	Employer's Name and Address	Position/Duties
From		
To		

Month/Year	Employer's Name and Address	Position/Duties
From		
To		

Month/Year	Employer's Name and Address	Position/Duties
From		
To		

If you are applying for office work please list the computer applications that you have experience with and are proficient at :

If you are applying for labour or equipment operation work, please list machinery and/or heavy equipment you can operate skillfully.

Type of Equipment	Type of Work	Experience
(i.e. Grader	Working on oil leases	Five Years)

If you are applying for a driver/operator position or a position requiring use of a vehicle in the course of employment, please answer the following.

Do you have a valid Alberta Driver's License? _____ Class _____

A current driver's abstract and a copy of your driver's license must be provided at your interview.

List other special skills, abilities or qualifications. _____

List any professional, technical or business associations to which you belong

Do you know of any reason why you should not be accepted by a bonding company?
Yes ____ No ____ If yes, explain _____

REFERENCES

Employment References (Please provide a list of your most recent supervisors)

May we contact the individuals listed below for reference checks? Yes ____ No ____

Name	Business	Phone Number	Work Relationship
------	----------	--------------	-------------------

This part of the application is for your convenience in providing additional information which you would like to bring to our attention. Use this space for any statement you wish to make as to why you may be especially qualified for the position being applied for, or as to any special interest you have in becoming an employee of the City of Grande Prairie.

The City of Grande Prairie appreciates and thanks you for the time spent in completing our application and for your interest in employment with us.

Only those selected for interviews will be contacted.

Please read the following carefully before signing.

I understand that there are positions that necessitate release of medical and/or fitness testing information, and/or inoculation that is in accordance with the requirements of the assigned duties; and agree and consent to this requirement.

I understand that any position offered to me by the City of Grande Prairie may be dependent upon: (1) satisfactory returns from reference checks; (2) successful completion of the probation period; and (3) that it is a condition of my employment to follow all established safe working practices.

Employees are subject to compulsory deduction of Union dues if employed in, or transferred into any area governed by a collective agreement, however membership is optional. Participation in the Local Authorities Pension Plan is compulsory when eligible.

I certify that the foregoing is understood, and statements made by me in this application are true and complete. It is also understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for the application to be rejected or my appointment to a position cancelled.

Signature _____

Date _____