

Forward Recruitment Services

Our business is people...

DATE RECEIVED: _____

APPLICATION FOR EMPLOYMENT

PERSONAL PROFILE

Last Name: _____ First Name: _____ Home Phone No. _____ Work Phone No: _____

Address: _____ Street: _____ Apt. No. _____ City: _____ Province: _____ Postal Code: _____

Are you entitled to work in Canada? Yes _____ No _____ Are you under the age of 18 or over the age of 65? Yes _____ No _____

Do you have a Social Insurance Number? Yes _____ No _____

Please indicate languages spoken and written:

DESIRED POSITION

What position are you applying for? (Please check position)

Sales Associate _____ Data Entry Clerk _____ Administrative Assistant _____ Accounting _____
Human Resource _____ Other _____

Are you available for: (please check desired status) Full Time _____ Part Time _____

What shifts do you prefer? (Please check shifts) Weekdays _____ Saturday _____ Sunday _____

Are you a student? Yes _____ No _____

Do you have a valid licence? Yes _____ No _____

Do you have a car? Yes _____ No _____

Are you willing to relocate? Yes _____ No _____

Have you worked for Forward Recruitment Services before? Yes _____ No _____

How did you hear about our agency?

EDUCATION

<u>Type</u>	<u>Courses Taken</u>	<u>No. of years Completed</u>	<u>Diploma/Degree</u>
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High School			
College			
University			
Other			

Please list any additional information that relates to your ability to perform the job you are applying for - such as certificates, professional membership, hobbies, volunteer work, etc.

_____.

EMPLOYMENT PROFILE

Name and address of your current/most recent employer:

Position occupied: _____, Length of employment: From _____ To _____

Name and telephone number of immediate supervisor _____

Reason for leaving _____, Wage/Salary _____
 Summary of responsibilities _____

May we contact this employer? Yes ___ No ___

Name and address of employer: _____

Position occupied: _____, Length of employment: From _____ To _____

Name and telephone number of immediate supervisor _____

Reason for leaving _____, Wage/Salary _____
 Summary of responsibilities _____

May we contact this employer? Yes ___ No ___

Name and address of employer: _____

Position occupied: _____ , Length of employment: From _____ To _____

Name and telephone number of immediate supervisor _____

Reason for leaving _____ , Wage/Salary _____
Summary of responsibilities _____

May we contact this employer? Yes ____ No ____

REFERENCES

Name	Address	Telephone No.	Occupation title
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AGREEMENT

I understand that the Agency will thoroughly investigate my work and personal history and will verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damages in providing this information. I agree to complete a fidelity bond application at the time of hire for purposes of insuring the company against theft or loss of valuables including the release of sensitive information. I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.