



Application for Employment

Submit a separate application for each position applied for

Competition Number: _____

Position Applied For: _____

Permanent

Temporary

Relief

Full Time

Part Time

PERSONAL

NAME: _____
Last First Middle Initial

PRESENT ADDRESS: _____
Address City Province Postal Code

PHONE: _____
Home Business Message

CLERICAL SKILLS

Keyboarding: wpm _____ Dictaphone: yes / no Switchboard: yes / no

Word Processing/Software Packages: _____

Other Office Equipment: _____

EQUIPMENT

Please list any special equipment you have operated: _____

GENERAL

Do you have a valid Driver's Licence? _____ If yes, Class _____ Province: _____

Have you previously worked for the City? _____ If yes, when _____

Are you legally eligible to work in Canada? _____

Are you related to anyone currently employed by the City? _____

If yes, please list employee name: _____ Department: _____

EDUCATION

Secondary School: _____ Highest Grade _____ Province _____

Post Secondary: University, College or Other	Course/Major	Certificate/Degree/Diploma		Complete/Incomplete	
Trades and Certificates	Province	Ticket #	Date of Issue	Expiry Date	Inter-Provincial Number

EMPLOYMENT HISTORY

Employer: _____ Dates of Employment: From: ___|___ To: ___|___
M Y M Y

Phone: _____ Your Position Title and Duties: _____

Reason for leaving: _____

Employer: _____ Dates of Employment: From: ___|___ To: ___|___
M Y M Y

Phone: _____ Your Position Title and Duties: _____

Reason for leaving: _____

REFERENCES (List business or work associates who can comment on your occupational qualifications and work related performance. Recent students may use teachers and professors.)

Name	Address	Occupation	Phone	Yrs. Known
1.				
2.				

Is there any other experience, skills or qualifications which you feel would assist you regarding the position applied for? _____

Declaration: I certify that the statements made by me in this application are true and complete. I understand and agree that a false statement may disqualify me from employment or be just cause for separation from the City of Fort Saskatchewan. It is understood that, if employed, I will accept all conditions of employment as set out by the City of Fort Saskatchewan.

Date Signature

The City of Fort Saskatchewan is an equal opportunity employer and appointment is based on merit without regard to race, religious beliefs, color, age, gender, ancestry, place of origin, physical disability or marital status. This personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely to review employment opportunities with the City of Fort Saskatchewan. It will be treated in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, please contact the City of Fort Saskatchewan at (780) 992-6580.

Submit applications directly to:
Human Resources
City of Fort Saskatchewan
10005 -102 Street
Fort Saskatchewan AB T8L 2C5
Fax: (780) 998-4774
Email: hr@fortsask.ca