



Town of Barrhead

Box 4189, 5014-50 Avenue
Barrhead, AB T7N 1A2
Phone: (780) 674-3301 Fax: (780) 674-5648
E-Mail: town@barrhead.ca

Employment Application Form

For prompt consideration, this form must be filled in completely and accurately, be legible, and certified 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 If you cannot be reached at the number given your application will be withdrawn.

PERSONAL DATA (Please Print)		Date of Application _____	
Last Name _____		First Name _____	
Address _____		Telephone: Bus () _____	
Postal Code _____		Res () _____	
Position or Type of Work Desired _____		Date Available for Employment _____	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Casual <input type="checkbox"/>
			Resume Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION			
	Date Completed	Degree/Diploma or Highest Grade Completed	Major Areas of Study
High School			
Technical or Other			
University/College			

EMPLOYMENT HISTORY (current/past employment starting with the most recent)	
Company Name _____	Position Held _____
Address _____	From: _____ To: _____
Telephone () _____	Supervisor's Name _____
Responsibilities, Duties and Special Accomplishments (use additional sheets of paper if necessary): _____	

Company Name _____	Position Held _____
Address _____	From: _____ To: _____
Telephone () _____	Supervisor's Name _____
Responsibilities, Duties and Special Accomplishments (use additional sheets of paper if necessary): _____	

Company Name _____	Position Held _____
Address _____	From: _____ To: _____
Telephone () _____	Supervisor's Name _____
Responsibilities, Duties and Special Accomplishments (use additional sheets of paper if necessary): _____	

CERTIFICATES AND SKILLS									
Trades Certificates	Trade	Provincial Ticket				Interprovincial Ticket			
		Prov.	Ticket No.	Date Issued	Expires	Prov.	Ticket No.	Date Issued	Expires
	1.								
2.									

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

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

Valid Alberta Driver's License:

Yes No Class: _____ "Q" Endorsement: Yes No

Other Information which may be of interest: _____

Do you know of any reason why you should not be accepted by a bonding company?

Yes No If yes, explain _____

REFERENCES (Please give at least three individuals who can comment on your occupational qualifications and work related performance)

NAME	ADDRESS & BUSINESS PHONE	NATURE OF ASSOCIATION/WORK RELATIONSHIP (please provide a list of you most recent supervisors)	YEARS KNOWN

Please read the following carefully before signing:

I understand that any position offered to me by the Town of Barrhead 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, and other policies of the Town of Barrhead. 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, false or misleading statement, incomplete information or omissions by me in this application will be sufficient cause for the application to be rejected or my appointment to a position cancelled.

Signature: _____ Date: _____

The Town of Barrhead 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.

The personal information provided by you is being collected under the authority of the Municipal Government Act and is managed in compliance with Alberta's Freedom of information and Protection Act. The information obtained will be used for the purpose of determining the most suitable applicant for employment with the Town of Barrhead.