

Date Received _____



Application for Employment

Visit us at our website: www.swiftcurrent.ca
Email: s.briere@swiftcurrent.ca
Fax: (306) 778-2194

Human Resources Department
177 – 1st Ave. NE
Phone: (306)778-2777
PO Box 340
Swift Current, SK
S9H 3W1

ONLY THE INFORMATION PROVIDED ON OR WITH THIS APPLICATION WILL BE CONSIDERED.
A RESUME OR ADDITIONAL PAGES ARE WELCOME, PLEASE ATTACH.

PERSONAL

SURNAME		FIRST NAME	
ADDRESS			
STREET		CITY	
PROVINCE		POSTAL CODE	
EMAIL		PHONE	(home) (other)

EMPLOYMENT DATA

POSITION APPLIED FOR:			
TYPE OF WORK DESIRED:	Permanent: _____	Part-Time: _____	
	Summer: _____	Seasonal: _____	
	If student, are you returning to school full time? _____		
PLEASE INDICATE YOUR AREA OF INTERST:	Labour: _____	Engineering: _____	
	Accounting/Payroll: _____	Admin./Secretarial: _____	
	Equipment Operator: _____	Recreation: _____	
	Information Services: _____	Parks: _____	
	Fire Department: _____	Other (specify): _____	
DATE AVAILABLE FOR EMPLOYMENT:			
Are you legally entitled to work in Canada?	Yes _____	No _____	
Do you have a valid driver's license?	Yes _____	No _____	
If "yes", state class and endorsements:	_____		
Do you have relatives who work for the City of Swift Current?	Yes _____	No _____	
If "yes", state name(s) and relationship(s):	_____		
<i>(This information is requested due to the City of Swift Current's Hiring Relatives Policy)</i>			

Please Note: If you are submitting a general application form – it will be kept on file for three months.
You may call to update your application at (306) 778-2777.

IF YOU ARE PROVIDING A RESUME, PLEASE ATTACH IT TO THIS APPLICATION.

EMPLOYMENT HISTORY:

(Please list your most recent employers)

CURRENT POSITION

COMPANY		POSITION TITLE		
IMMEDIATE SUPERVISOR		START DATE		END DATE
DUTIES:				

PREVIOUS POSITIONS

COMPANY		POSITION TITLE		
IMMEDIATE SUPERVISOR		START DATE		END DATE
DUTIES:				

COMPANY		POSITION TITLE		
IMMEDIATE SUPERVISOR		START DATE		END DATE
DUTIES:				

COMPANY		POSITION TITLE		
IMMEDIATE SUPERVISOR		START DATE		END DATE
DUTIES:				

EDUCATION

Please ensure your relevant skills, training and/or knowledge relating to the position is indicated on the General Application, as the selection decision for this position may be based upon the information contained on the application form.

EDUCATION PROGRAM (circle number of full years completed)	NAME OF PROGRAM & MAJOR (Certificate/Diploma/Degree/Grade)	SUCCESSFUL COMPLETION
HIGH SCHOOL		
TRADE SCHOOL (APPRENTICESHIPS)		
TECHNICAL/TRADE COLLEGE		
UNIVERSITY		

ADDITIONAL TRAINING

Please list all formal educational qualifications and certificates held that would be of relevance to the position applied for. Outline any training that relates to the position. Please also include all drivers/operators licenses and equipment operated if applicable.

OTHER EXPERIENCE/SKILLS

List other skills, qualifications or volunteer experience you have that would relate to your application for employment. For example: other languages, computer experience, equipment you have operated, etc.

List any interests, hobbies or activities that you participate in.

REFERENCES

(Please list names of people who may have been in a position to supervise your work excluding any friends or relatives)

NAME		PHONE NO.	
COMPANY		POSITION	

NAME		PHONE NO.	
COMPANY		POSITION	

NAME		PHONE NO.	
COMPANY		POSITION	

ADDITIONAL INFORMATION

Please provide any additional information that you would like to bring to our attention.

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Have you been employed by the City of Swift Current before?	___ YES ___ NO	Dates: From _____ To: _____ Position Held: _____
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APPLICANT'S DECLARATION

Before signing, please ensure that your application is filled out completely and that you understand the following declaration.

I HEREBY CERTIFY THAT:

1. All the statements made in this application are true and correct to the best of my knowledge and that any errors or falsification of information may cause me to forfeit my right to employment with the City of Swift Current.
2. I understand any appointment to a position with the City of Swift Current may be dependent upon:
 - (a) satisfactory reference checks
 - (b) satisfactory completion of a job related physical assessment
 - (c) satisfactory proof of required qualifications
 - (d) satisfactory criminal background check
 - (e) successful completion of the applicable probationary period
3. I understand and authorize the City of Swift Current to contact my reference(s) supplied.

Applicant's Signature: _____ Date: _____