

CREDIT COUNSELLING SOCIETY

Employment Application



PLEASE PRINT CLEARLY

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	Prov	PC	
Primary Phone		Secondary Phone	
E-mail Address		Social Ins. No.	
Position Applied for		Salary Expectations	
Are you a Canadian citizen?		If no, are you authorized to work in Canada?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you have any physical limitations or health issues which could impede your performance in the position you are applying for?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, explain			
A satisfactory Criminal Record check and Credit Report are required as a condition of employment at CCS. Are there any issues we should be aware of?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, explain			

AVAILABILITY	
Are you available to work:	Full time _____ Part Time _____
Are you willing to work evenings and weekends as required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you are offered a position, what date are you available to begin work?	

EDUCATION			
High School		City	
From	To	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
College		City	
From	To	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Level Attained	
University		City	
From	To	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Degree	
Other		City	
From	To	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Degree	

ACQUIRED SKILLS

List significant training or skills acquired that relate directly to the position sought. i.e. customer service, computers / software, supervisory, etc.

1.

2.

3.

4.

5.

REFERENCES

Please list three professional references.

Full Name

Relationship

Company

Phone

Address

Full Name

Relationship

Company

Phone

Address

Full Name

Relationship

Company

Phone

Address

PERSONAL RESPONSE

What attributes do you possess that would be beneficial to our Society and the position you are applying for? Please be specific:

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

VOLUNTEER EXPERIENCE			
Organization		From	To
Address		Supervisor	
Responsibilities & Duties			
Organization		From	To
Address		Supervisor	
Responsibilities & Duties			

APPLICANT'S DECLARATION	
<p>1. I consent to the collection, use and disclosure of my personal information to be used solely for the purposes of establishing, managing and / or terminating an employment relationship between myself and the Credit Counselling Society.</p> <p>2. I authorize the Credit Counselling Society to verify all statements contained in this application.</p> <p>3. I authorize the Credit Counselling Society to check references as listed above.</p> <p>4. I certify that all statements made in this application are true and correct. I agree that any misrepresentation may be sufficient cause for withdrawal of any job offer, or immediate release from the Credit Counselling Society without notice or pay in lieu thereof, if I have been employed.</p> <p>5. I agree, if requested to provide proof of education, certificates and licences.</p> <p>6. I consent to a Criminal Record Check and Credit Report Inquiry.</p> <p>7. There will be a probationary work period during which my performance and suitability for the position will be reviewed.</p>	
Signature	Date