

**Town of Fort Frances
Human Resources Manager
320 Portage Ave
Fort Frances, Ontario
P9A 3P9**

Ph. (807) 274-5323 Fax (807) 274-8479

APPLICATION FOR EMPLOYMENT

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. c.M.45, as amended, and will be used to determine eligibility for the employment position for which application is made. Questions about this collection of personal information should be directed to: Clerk, Town of Fort Frances, 320 Portage Ave., Fort Frances, Ont. P9A 3P9.

POSITION BEING APPLIED FOR:

PERSONAL INFORMATION

Last Name Given Name(s)

Address Street Apt. No.

City/Town Province Postal Code Telephone Number

Email Address:

Are you legally eligible to work in Canada? yes no

Have you ever been employed by the Town? yes no

If yes, When? _____ Department:

* Have you ever been Bonded? yes no

If yes, with what Bonding Company?

(* Answer only if relevant to the position for which you are applying.)

What date would you be available to begin work?

Are you between the ages of 18 and 65? yes no

RECORD OF EMPLOYMENT

Name and Address of present/last employer		Present/Last job title
Period of Employment	From	To
()		
Telephone	Name of Supervisor	
Type of Business	Reason for Leaving	
Duties/Responsibilities	May we contact?	

Name and Address of previous employer		Previous job title
Period of Employment	From	To
()		
Telephone	Name of Supervisor	
Type of Business	Reason for Leaving	
Duties/Responsibilities	May we contact?	

Name and Address of previous employer		Previous job title
Period of Employment	From	To
()		
Telephone	Name of Supervisor	
Type of Business	Reason for Leaving	
Duties/Responsibilities	May we contact?	

List references on an additional sheet.

EDUCATION

ELEMENTARY OR SECONDARY SCHOOL

Highest grade or level completed

Type of certificate or diploma obtained

BUSINESS, TRADE OR TECHNICAL SCHOOL

Name of Course

Length of Course

Licence, certificate or diploma awarded

yes no

COMMUNITY COLLEGE

Program Name

Length of Program

Diploma received

yes no

UNIVERSITY

Length of Course

Degree awarded

yes no

Major Subject

Other courses, workshops, seminars

Licences, Certificates, Degrees

Work related skills, experience, or training that relate to position being applied for

Do you have a valid Ontario Drivers Licence? yes no What Class?

(Answer only if relevant to the position for which you are applying.)

The facts set forth in my application are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient case for dismissal, and or legal action.

Date: _____

Signature: _____

Have you attached an additional sheet? yes no If yes, How many?