

APPLICATION FOR EMPLOYMENT

Instructions: 1. Please print.
2. Incomplete information could affect the evaluation of your application.

Position applied for: _____

Type of employment desired
 Full-time Part-time Operator Technician Apprentice Other

Personal Data

Last name	First name	Initial	Preferred name
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Address (Street #, name) _____ Apt. # _____

City/Town _____ Province _____ Postal code _____

Telephone Number(s)	Area Code	Number	Do you have a valid driver's licence in good standing?	How many penalty points do you currently have against your licence?
Home:			<input type="checkbox"/> Yes <input type="checkbox"/> No Class: _____	_____ Date _____
Office:			An NSC Driver's Abstract, Insurance Claims History and a photocopy of your Driver's Licence will be requested if an interview is scheduled.	
Cell:				

Education

Name of secondary school	Highest grade or level completed	Type of certificate or diploma received	
Name of business, trade or technical school	Name of program	Length of program	Licence, certificate or diploma awarded
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of community college	Name of program	Length of program	Licence, certificate or diploma awarded
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of university	Name of program	Length of program	Licence, certificate or diploma awarded
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Other courses, workshops and seminars
 Title _____ Date completed _____

Professional qualifications, memberships and affiliations

Present or Most Recent Employment

Position title		Duties/Responsibilities			
Salary	<input type="checkbox"/> Hourly	Period of employment			
\$	<input type="checkbox"/> Annually	From:	To:		
		Month	Year	Month	Year
Company name					
Address (street #, name)					
City/Town		Province	Postal Code		
Name of immediate supervisor					
Reason for leaving					
Department					
Telephone #			Ext.		

Previous Employment

Position title		Duties/Responsibilities			
Salary	<input type="checkbox"/> Hourly	Period of employment			
\$	<input type="checkbox"/> Annually	From:	To:		
		Month	Year	Month	Year
Company name					
Address (street #, name)					
City/Town		Province	Postal Code		
Name of immediate supervisor					
Reason for leaving					
Department					
Telephone #			Ext.		

Previous Employment

Position title		Duties/Responsibilities			
Salary	<input type="checkbox"/> Hourly	Period of employment			
\$	<input type="checkbox"/> Annually	From:	To:		
		Month	Year	Month	Year
Company name					
Address (street #, name)					
City/Town		Province	Postal Code		
Name of immediate supervisor					
Reason for leaving					
Department					
Telephone #			Ext.		

Additional Information

Use this space if you wish to record any additional information pertinent to the job applied for, not covered in the previous sections.

NOTE: Because some of the factors are job requirements (e.g. valid driver's licence, professional licence, and entitlement to employment), disqualification of same or change in status may result in re-assignment or termination of employment.

1. At which accredited Driver's School did you complete your driver's training and in which year?

Name and location of Driving School _____ Year of completion _____

2. Do you have an immediate family member working for Diversified Transportation Ltd.? No Yes

3. Have you worked for or been interviewed by Diversified Transportation before Ltd.? Yes No

4. Are you eligible to work in Canada?

No Yes

5. You will need your own reliable vehicle to get to and from the bus depot each day. Do you have your own transportation? Yes No

6. Have you attached your resume to this application?

No Yes

7. How did you hear about the employment openings with Diversified Transportation? Please check appropriate box.

Word of mouth _____ Employee Referral _____ Internet (Job Bank) _____ Kijijii _____
Recruitment Fair _____ Diversified Website _____ Other (Please specify) _____

7. Do you have a conviction for a criminal offence for which a pardon has not been granted?

No Yes – *specify:* _____

NOTE **A Criminal conviction does not necessarily disqualify you from the position.

Information requested in this application is treated confidentially.

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that only applicants moving forward to the interview stage will be contacted and that a false statement may disqualify me from employment or cause my dismissal.

Signature _____

Date: _____

Pursuant to Section 39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that personal information relating to you is being collected for the purpose of human resources staffing. In the event that you are not selected this application and all personal information collected by Diversified Transportation Ltd. will be destroyed.

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