

# Application for Employment

 Resume attached Yes  No 

|                         |   |
|-------------------------|---|
| Last Name               | Given Names   |
| Address                 | Telephone   |
|                         | Email   |
| Position Applied For    | Type of Employment Preferred  |
| Job Vacancy Number      | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> |
| Date Available for Work | Student <input type="checkbox"/> Casual <input type="checkbox"/>      |

 Are you legally entitled to work in Canada? Yes  No 
*To be legally entitled to work in Canada, you must be a Canadian Citizen or Permanent Resident, obtain a work permit, or have a valid student authorization.*

 How did you know about this vacancy   
  Employee   
  Newspaper   
  BU Website   
  Job Bank (HRDC)  
 Other \_\_\_\_\_

 Have you ever been employed by Brandon University?    Yes     No 

If yes, please complete the following:

|                           |                     |                  |
|---------------------------|---------------------|------------------|
| 1. Position (most recent) | /                   | /                |
|                           | Started: Month/Year | Left: Month/Year |

|            |                    |
|------------|--------------------|
| Department | Reason for Leaving |
|------------|--------------------|

Supervisor's Name and Title \_\_\_\_\_

|             |                     |                  |
|-------------|---------------------|------------------|
| 2. Position | /                   | /                |
|             | Started: Month/Year | Left: Month/Year |

|            |                    |
|------------|--------------------|
| Department | Reason for Leaving |
|------------|--------------------|

Supervisor's Name and Title \_\_\_\_\_

## EDUCATION / TRAINING

**Secondary School**    Grade    9    10    11    12    13    Check highest year successfully completed.

**Vocational School / College / University**

| Institution Attended | Name & Address of Institution | Highest Level Successfully Completed | Type of Certificate, Diploma or Degree |
|----------------------|-------------------------------|--------------------------------------|--|
| Community College    |                               |                                      |  |
| University           |                               |                                      |  |
| Other                |                               |                                      |  |

**Trade Certificate**

| Type | Province | Class | Expiry Date |
|------|----------|-------|-------------|
|      |          |       |             |

## Skills and Abilities

**Clerical Skills**

- basic accounting/booking   
  minute taking   
  customer service   
  handling cash/cash register

**Computer Skills**

- keyboarding \_\_\_\_\_ wpm   
  word processing   
  spreadsheets   
  database   
  data entry  
 desktop publishing   
  power point   
  web page design

**Technical / Trades / Maintenance Skills**

Specify \_\_\_\_\_  
 \_\_\_\_\_

**Other Skills** (specify any other courses or skills that you would bring to this position)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Employment History

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Employer

Started: Month/Year

Left: Month/Year

Address

Reason for Leaving

Position Held

Salary

Main Duties

Supervisor's Name and Title

Supervisor's Work Telephone Number

May we contact this supervisor?  Yes  No

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Employer

Started: Month/Year

Left: Month/Year

Address

Reason for Leaving

Position Held

Salary

Main Duties

Supervisor's Name and Title

Supervisor's Work Telephone Number

May we contact this supervisor?  Yes  No

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Employer

Started: Month/Year

Left: Month/Year

Address

Reason for Leaving

Position Held

Salary

Main Duties

Supervisor's Name and Title

Supervisor's Work Telephone Number

May we contact this supervisor?  Yes  No

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Why do you wish to become an employee of Brandon University and what are your present ambitions?

## References

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Name

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Business

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Address

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Telephone Number

Type of Reference  Employment  Personal

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Name

---

Business

---

Address

---

Telephone Number

Type of Reference  Employment  Personal

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Name

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Business

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Address

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Telephone Number

Type of Reference  Employment  Personal

### READ CAREFULLY

This personal information is being collected under the authority of the Brandon University Act and will be used for assessing employment suitability. It is protected by the Protection and Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Director, Human Resources, Brandon University, Brandon, MB R7A 6A9.

1. I understand that my employment with the University may be jeopardized by any false or misleading information given by me on this form.
2. I authorize the University, or any Agent acting on its behalf, to make whatever inquiries the University deems necessary concerning any information relating to my past employment and medical history, in consideration of this Application, (subject to the provisions of The Canadian Human Rights Act, and The Human Rights Act and The Personal Investigations Act of the Province of Manitoba).
3. I understand that if employed, deductions will be made from my salary for Disability Insurance and Pension Plans when I become eligible to participate. Furthermore, I understand that, upon reaching age 65, I may not be eligible for coverage under these plans.

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Date

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Applicant's Signature