



# Bruce-Grey Catholic District School Board

799 16th Avenue

Hanover, ON N4N 3A1

Phone: (519)364-5820 Fax: (519)364-5882

website: www.bgcdsb.org

Email: human\_resources@bgcdsb.org

## APPLICATION FOR EMPLOYMENT IN A NON-TEACHING POSITION

POSITION BEING APPLIED FOR \_\_\_\_\_

DATE AVAILABLE TO BEGIN WORK \_\_\_\_\_

### PERSONAL INFORMATION:

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Initial

#### Permanent Address:

\_\_\_\_\_

Number

\_\_\_\_\_

Street

\_\_\_\_\_

Apt. #

\_\_\_\_\_

City/Town

\_\_\_\_\_

Province

\_\_\_\_\_

Postal Code

\_\_\_\_\_

Area Code

\_\_\_\_\_

Phone #

#### Email Address:

\_\_\_\_\_

Are you legally eligible to work in Canada?  Yes  No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including voluntary work as well as employment history. Additional information may be attached on a separate page.

### EDUCATION: (Graduated From)

Secondary School \_\_\_\_\_

Community College \_\_\_\_\_ Diploma \_\_\_\_\_

\_\_\_\_\_ Diploma \_\_\_\_\_

University \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Licensed, Certificates Held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Related Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>EMPLOYMENT HISTORY:</b>		
<b>Name and Address of present/last employer:</b>	<b>Present/Last Job Title</b>	
	<b>Period of Employment From                      To</b>	<b>Present/Last Salary</b>
<b>Type of Business</b>	<b>Reason for Leaving</b>	<b>Telephone</b>
<b>Duties / Responsibilities</b>		

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<b>Type of Business</b>	<b>Reason for Leaving</b>	<b>Telephone</b>
<b>Duties / Responsibilities</b>		

<b>REFERENCES:</b>		
<b>Name:</b>	<b>Address:</b>	
		<b>Phone #:</b> (      )
<b>Name:</b>	<b>Address:</b>	
		<b>Phone #:</b> (      )

**For employment references, may we approach:**

Your present / last employer?

Your former employer(s)?

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I hereby authorize the Bruce-Grey Catholic District School Board to contact former places of employment and educational institutions I have attended to aid in determining my suitability for employment. I understand that any information obtained will be considered confidential. I release those individuals contacted from all liability for issuing the requested information and representatives of the BGCSDB from any liability in the use or collection of information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Have you ever been convicted of a criminal offence for which you have not received a full pardon?

YES

NO

If yes, please provide details. \_\_\_\_\_


A Criminal Record Check / Vulnerable Sector Screening is required for all individuals hired as a condition of employment.

**DECLARATION:**

I hereby declare that the information provided is true and complete. I understand that any false statements or deliberate omission of a material fact made by me may be sufficient cause for disqualifying me from employment or cause for my termination if employed by Bruce-Grey Catholic District School Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Freedom of Information and Protection of Privacy:**

Personal information on this form is collected under the authority of the Education Act and will be used for the purpose of determining eligibility for employment with the Bruce-Grey Catholic District School Board.

Revised 09/13/2004