

Employment Application Form

APPLICANT INFORMATION

FIRST NAME:		LAST NAME:	
MAILING ADDRESS:			
CITY:	PROVINCE:	POSTAL CODE:	
PRIMARY TELEPHONE:		ALTERNATE TELEPHONE:	
EMAIL:			

Are you legally eligible to work in Canada? YES ☐ NO ☐

Are you of legal age to work in your province? YES ☐ NO ☐

Have you interviewed with Big Lakes County before? YES ☐ NO ☐

Have you worked for Big Lakes County in the past? YES ☐ NO ☐

If yes, please specify: POSITION: _____ YEAR(S): _____

Big Lakes County has an anti-nepotism policy, which is aimed at reducing actual and potential conflicts of interest related to reporting relationships and working positions. Please list the names of current County employees who are related to you:

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Position desired: _____

☐ Full-time

☐ Part-time

☐ Temporary/Seasonal

Days Available: _____

Dates Available: _____

EDUCATION

TYPE OF SCHOOL	HIGHEST GRADE/YEAR COMPLETED	NAME OF SCHOOL AND COURSE OF STUDY OR MAJOR	DATE ATTENDED (Start Date – End Date)
High School or Equivalent	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13		—
College Or University	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		—
Vocational/Trade School			—
Other			—

List any other certifications or licenses you currently possess:

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List all equipment operated:

Major skills:

WORK EXPERIENCE

☐ Please see attached resume or Start with your most recent employer below:

POSITION ONE

COMPANY	DATE (YEAR)		POSITION	REASON FOR LEAVING
	FROM	TO		
COMPANY NAME:				
COMPANY PHONE NUMBER:				
DUTIES & RESPONSIBILITIES:				

MAY WE CALL YOUR SUPERVISOR?

YES ☐ NO ☐

If yes, _____

SUPERVISOR'S NAME

CONTACT INFORMATION

POSITION TWO

COMPANY	DATE (YEAR)		POSITION	REASON FOR LEAVING
	FROM	TO		
COMPANY NAME:				
COMPANY PHONE NUMBER:				
DUTIES & RESPONSIBILITIES:				

MAY WE CALL YOUR SUPERVISOR?

YES ☐ NO ☐

If yes, _____

SUPERVISOR'S NAME

CONTACT INFORMATION

POSITION THREE

COMPANY	DATE (YEAR)		POSITION	REASON FOR LEAVING
	FROM	TO		
COMPANY NAME:				
COMPANY PHONE NUMBER:				
DUTIES & RESPONSIBILITIES:				

MAY WE CALL YOUR SUPERVISOR?

YES ☐ NO ☐

If yes, _____

SUPERVISOR'S NAME

CONTACT INFORMATION

REFERENCES

Reference checks will be conducted to assess your past work performance and may include checks of attendance records. In addition to the references identified in the "Work Experience" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

FULL NAME: _____

RELATIONSHIP: _____

COMPANY: _____

PHONE: _____

ADDRESS: _____

FULL NAME: _____

RELATIONSHIP: _____

COMPANY: _____

PHONE: _____

ADDRESS: _____

FULL NAME: _____

RELATIONSHIP: _____

COMPANY: _____

PHONE: _____

ADDRESS: _____

APPLICANT SIGNATURE

Please read carefully before authorizing. This application is not valid unless your name, as authorization, is signed or written in the "Signature" space provided below. Your authorization on this application form is your consent that as a condition of being considered for employment at Big Lakes County, references about past work performance will be obtained from your current and previous employers.

I certify that the information provided in this application or attachments / resume is true and complete. I understand that if any information in this application or attachments / resume is found to be untrue or incomplete, my application may be rejected, or I may be terminated for just cause in the event that I am the successful applicant.

Date

Applicant's Signature

Earliest Available Start Date

Submit Application and/or Resume to:

Eunice McCauley
Human Resources Manager
Big Lakes County
Box 239, High Prairie, AB T0G 1E0
Ph: 780-523-5955 Fx: 780-523-4227
humanresources@biglakescounty.ca

*Big Lakes County thanks all applicants for their interest; however, only those selected for an interview will be Contacted.
Visit our website at www.biglakescounty.ca for more information.*