

# BURNS LAKE AUTOMOTIVE SUPPLY LTD



## EMPLOYMENT APPLICATION

### **APPLICANT TO COMPLETE THIS SECTION ONLY AFTER BEING HIRED**

The following information requested is needed for either:

- Benefit programs, or
- Legally permissible reasons (income tax deductions)

Date of Birth: \_\_\_\_\_

Sex:  Male  Female \_\_\_\_\_

Marital Status:  Single  Engaged  Married  
 Separated  Divorced  Widowed \_\_\_\_\_

Number of Dependents Including Yourself: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

### **DRIVERS ONLY TO COMPLETE**

Driver's Licence #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

### **EMERGENCY CONTACT PERSON(S)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Doctor's Phone Number: \_\_\_\_\_

B.C. Medical Number: \_\_\_\_\_

Interview:  Yes  No \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Acceptable for Employment?  Yes  No \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full Time  Part Time  \_\_\_\_\_

Starting Rate: \$ \_\_\_\_\_ per \_\_\_\_\_

Starting Date: \_\_\_\_\_

Occupation: \_\_\_\_\_

Branch: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

Employed By: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Next Review: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_

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**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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Burns Lake Automotive Supply Ltd. would like to *thank you* for your interest in applying for a position with us. We base employment opportunities on merit only and no other considerations.

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Job applied for: \_\_\_\_\_

Rate of pay expected: \$ \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

\_\_\_\_\_

Do you want to work:  
 Full Time  Part Time

Specify days and hours if part time: \_\_\_\_\_

\_\_\_\_\_

Have you worked for us before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you know anyone who currently works here? \_\_\_\_\_

If hired, when would you be available to start? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit the job you are applying for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If hired, do you have reliable transportation to get to work?  Yes  No

If applying for a driving job, do you have a valid B.C. Driver's Licence?  Yes  No

Are you bondable?  Yes  No

Hobbies and Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job Expectations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List qualities that you think employers look for in their employees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

High school: \_\_\_\_\_

Last Year Attended: \_\_\_\_\_

Graduated: Yes No

Course or Major: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College/ University: \_\_\_\_\_

Year From: \_\_\_\_\_ To: \_\_\_\_\_

Course or Major: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business or Trade School: \_\_\_\_\_

Year From: \_\_\_\_\_ To: \_\_\_\_\_

Course or Major: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Relevant Courses, Special training, Apprenticeships, Extracurricular activities?

Year From: \_\_\_\_\_ To: \_\_\_\_\_

Course or Major: \_\_\_\_\_

Describe Courses of Study: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK HISTORY**

- Starting with present or last employer

Dates from: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Rate of Pay: Start \$ \_\_\_\_\_ Finish: \$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates from: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Rate of Pay: Start \$ \_\_\_\_\_ Finish: \$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates from: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Rate of Pay: Start \$ \_\_\_\_\_ Finish: \$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the above employers?

Yes No

- Please indicate which employers you do not wish us to contact.

## PERSONAL REFERENCES

- *if available*

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

## WORK REFERENCES

- *if available*

Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ FULLY AND COMPLETELY BEFORE SIGNING

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if I am hired by Burns Lake Automotive Supply Ltd., falsified statements made on this application shall constitute sufficient cause for immediate dismissal.

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Signature of Applicant

Date