

**\*\*\* Applications must be completed in handwriting \*\*\***  
**Please attach a résumé to this application.**

Position being applied for: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

**Personal Information**

Last Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

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

Former addresses in the past five (5) years (address, city and province):

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

Are you legally entitled to work in Canada?     Yes     No

**Education**

Please complete the following section, starting with your most recent education and working backwards.

Name of Institution: \_\_\_\_\_ Program: \_\_\_\_\_

Diploma / Degree Awarded: \_\_\_\_\_ Start (mm/yy): \_\_\_\_\_ End (mm/yy): \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Program: \_\_\_\_\_

Diploma / Degree Awarded: \_\_\_\_\_ Start (mm/yy): \_\_\_\_\_ End (mm/yy): \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Program: \_\_\_\_\_

Diploma / Degree Awarded: \_\_\_\_\_ Start (mm/yy): \_\_\_\_\_ End (mm/yy): \_\_\_\_\_

Other relevant training/experience, including working with children or youth:

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

## Employment History

Please complete the following section, starting with your most recent employment and working backwards

**Note:** Knowles Centre requires that your current or most recent supervisor be contacted as a reference before you are offered a position. We will advise you in advance of making contact.

**Position 1:** \_\_\_\_\_ Start (mm/yy): \_\_\_\_\_ End (mm/yy): \_\_\_\_\_  
 Full-time                       Part-time                       Casual/Relief                       Term

Organization/Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Position 2:** \_\_\_\_\_ Start (mm/yy): \_\_\_\_\_ End (mm/yy): \_\_\_\_\_  
 Full-time                       Part-time                       Casual/Relief                       Term

Organization/Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Position 3:** \_\_\_\_\_ Start (mm/yy): \_\_\_\_\_ End (mm/yy): \_\_\_\_\_  
 Full-time                       Part-time                       Casual/Relief                       Term

Organization/Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

## References

Please list two (2) employment references and one (1) personal reference.

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

Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Additional Questions**

Have you been found guilty of, or are you currently the subject of allegations of child abuse or sexual harassment? .....  Yes  No

Have you ever resigned while such allegations were pending? .....  Yes  No

Are you currently being investigated by a committee for child abuse or have you ever been? .....  Yes  No

Have you ever been convicted of a criminal offence? .....  Yes  No

Do you have any pending charges? .....  Yes  No

Have you been pardoned? .....  Yes  No

**Skills and Interests**

Languages in which you have working ability:

English: .....  Speak  Read  Write

French: .....  Speak  Read  Write

Other: \_\_\_\_\_  Speak  Read  Write

Recreational Interests (e.g. sports, music, crafts, etc.)

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**Notice to Applicant**

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened and acceptance for a position is dependent upon a satisfactory clearance of a criminal record check with vulnerable sector screening; child abuse registry, adult abuse registry and prior contact checks. Applicants applying for positions that require driving will also be required to provide evidence of a valid Class 5 licence and safe driving history.

Applicant is required to have an up to date First Aid/CPR certificate upon hire. Applicant must attend Non-violent crisis intervention training provided by Knowles Centre within three (3) months of hire if he/she does not have a current one.

**Declaration**

I declare that the above information is true and complete to my knowledge; and that a false statement may disqualify me from employment or cause my dismissal.

I authorize Knowles Centre to contact any person listed as a reference in this or the attached resume I have provided, beginning the date of the signature below and continues until the hiring process is complete.

Applicant's Signature: \_\_\_\_\_

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