

***** 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 #: _____

Email: _____

Name: _____ Title: _____

Organization: _____ Phone #: _____

Email: _____

Name: _____ Title: _____

Organization: _____ Phone #: _____

Email: _____

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.)

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: _____