



53109A SH 779, Parkland County, AB T7Z 1R1
 Telephone: (780) 968-8888 Fax: (780) 968-8413
 www.parklandcounty.com

FOR OFFICE USE ONLY

Date Received: _____
 Addition to Staff: Yes No
 Replacing: _____
 Date Terminates: _____
 Job Title: _____
 Date Commences: _____
 Salary \$ _____

Employment Application Form

For prompt consideration, this form must be filled in completely and accurately, be legible, and certified as being true and complete. If you require additional space for any item, attach a sheet of paper to this form. Please notify us of all changes of phone and address. If you cannot be reached at the number given, your application will be withdrawn.

PERSONAL DATA (Please Print)

Date of Application _____ (month/day/year)

Last Name _____ First Name _____

Address _____ Telephone: Bus. () _____

Postal Code _____ Res. () _____

Position or Type of Work Desired _____ Competition # _____

Full Time Part Time Seasonal Casual Date Available for Employment _____

Are You Legally Entitled to Work in Canada? Yes No Resumè Attached? Yes No

EDUCATION

	Date Completed	Degree/Diploma or Highest Grade Completed	Major Areas of Study
High School			
Technical or Other			
University/College			

EMPLOYMENT HISTORY (Current/past employment starting with the most recent.)

Company Name _____ Position Held _____

Address _____ From: _____ To: _____

Telephone () _____ Supervisor's Name _____

Responsibilities, Duties and Special Accomplishments (use additional sheets of paper if necessary): _____

Company Name _____ Position Held _____

Address _____ From: _____ To: _____

Telephone () _____ Supervisor's Name _____

Responsibilities, Duties and Special Accomplishments (use additional sheets of paper if necessary): _____

Company Name _____ Position Held _____

Address _____ From: _____ To: _____

Telephone () _____ Supervisor's Name _____

Responsibilities, Duties and Special Accomplishments (use additional sheets of paper if necessary): _____

CERTIFICATES AND SKILLS

TRADES CERTIFICATES	Trade	Provincial Ticket				Interprovincial Ticket			
		Prov.	Ticket No.	Date Issued	Expires	Prov.	Ticket No.	Date Issued	Expires
	1.								
	2.								

If you are applying for labour or equipment operation work, please list machinery and/or heavy equipment you can operate skillfully: _____

CLERICAL SKILLS

Typing Speed _____ Date of Last Test _____

If you are applying for office work, please list the computer applications that you have experience with and are proficient at: _____

A current driver's abstract and a copy of your driver's license may be required at your interview.

Valid Alberta Driver's

License: Yes No Class: _____ # Demerits: _____ "Q" Endorsement: Yes No

Professional Technical Associations: _____

Do you know of any reason why you should not be accepted by a bonding company?

Yes No If yes, explain _____**REFERENCES** (Please give at least three individuals who can comment on your occupational qualifications and work related performance.)

NAME	ADDRESS & BUSINESS PHONE	NATURE OF ASSOCIATION/WORK RELATIONSHIP (please provide a list of your most recent supervisors)	YEARS KNOWN

Restrictions apply regarding employment of relatives - further information is available from Human Resources.

Please read the following carefully before signing:

I understand that there are positions that necessitate release of medical and/or fitness testing information, in accordance with the requirements of the assigned duties; and agree and consent to this requirement. I understand that any position offered to me by Parkland County may be dependent upon: (1) satisfactory returns from reference checks; (2) successful completion of the probation period; and (3) that it is a condition of my employment to follow all established safe working practices, and other policies of Parkland County. I certify that the foregoing is understood, and statements made by me in this application are true and complete. It is also understood and agreed upon that any misrepresentation, false or misleading statements, incomplete information or omissions by me in this application will be sufficient cause for the application to be rejected or my appointment to a position cancelled.

Signature: _____ Date: _____

Parkland Country appreciates and thanks you for the time spent in completing our application and for your interest in employment with us.

Only those selected for interviews will be contacted.

The personal information provided by you is being collected under the authority of the Municipal Government Act and is managed in compliance with Alberta's Freedom of Information and Protection of Privacy Act. The information obtained will be used for the purpose of determining the most suitable applicant for employment with Parkland County.