

# Employment Application



Qualico is an Equal Opportunity Employer. Our policy is to recruit, hire and promote employees without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital or family status, disability, genetic characteristics, pardoned conviction, source of income, or political beliefs or association.

## I. PERSONAL INFORMATION (Please print clearly)

Last Name		First Name		Middle Name	
Street Address					Home Phone ( )
City		Postal Code	Province		Business Phone ( )
Email Address		Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Cell Phone ( )
If required by the job for which you are applying, do you have a driver's licence that is valid and of the correct class? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		Are you legally eligible to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently in Canada on a work permit? <input type="checkbox"/> Yes (indicate expiry date below) <input type="checkbox"/> No	
Have you previously been employed by Qualico or one of its divisions? <input type="checkbox"/> Yes (specify details below) <input type="checkbox"/> No					
Prior employment dates:			Prior division and position:		

## II. EMPLOYMENT INTERESTS

Are you applying for a specific job opening? <input type="checkbox"/> Yes (specify position below) <input type="checkbox"/> No		What are your approximate pay expectations?  \$ /hour to \$ /hour	<input type="checkbox"/> Days of the week and hours available for work
Type of employment desired  Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/>	Work arrangement desired Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		Date available to start work
Were you referred to us by anyone who currently works at a Qualico company? <input type="checkbox"/> Yes (specify their name below) <input type="checkbox"/> No			

## III. EDUCATION INFORMATION

Type	Certificate, Diploma or Degree Received	Course of Study
High School		
Trade or Technical		
College/ University		
Post-graduate		

**IV. EMPLOYMENT INFORMATION (Begin with your current or most recent employer)**

<b>1</b>	Company Name		Phone (    )	From: Month/Year	To: Month/Year
	City	Province	Ending Pay \$	Supervisor Name	
	Job Title	Duties		Reason for leaving	
	Reference Name  Phone: (    )		May we contact this reference at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain why not below)		
<b>2</b>	Company Name		Phone (    )	From: Month/Year	To: Month/Year
	City	Province	Ending Pay \$	Supervisor Name	
	Job Title	Duties		Reason for leaving	
	Reference Name  Phone: (    )		May we contact this reference at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain why not below)		
<b>3</b>	Company Name		Phone (    )	From: Month/Year	To: Month/Year
	City	Province	Ending Pay \$	Supervisor Name	
	Job Title	Duties		Reason for leaving	
	Reference Name  Phone: (    )		May we contact this reference at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain why not below)		
<b>4</b>	Company Name		Phone (    )	From: Month/Year	To: Month/Year
	City	Province	Ending Pay \$	Supervisor Name	
	Job Title	Duties		Reason for leaving	
	Reference Name  Phone: (    )		May we contact this reference at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain why not below)		

## V. ACKNOWLEDGMENTS

*Please read carefully, initial each paragraph, and then sign below*

Initial	I hereby certify that I have not withheld or misstated any material facts that might adversely affect my application for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application, or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initial	I understand that all offers of employment are conditioned upon my providing satisfactory documentary proof of my identity, qualifications and legal right to reside and work in Canada. I also understand that it is the company's policy to conduct criminal record checks to which I will be asked to expressly consent if a conditional job offer is made to me.
Initial	I hereby acknowledge that by submitting my resume and personal information to Qualico and/or participating in a personal interview, I am consenting to the collection, use and disclosure of my personal information by Qualico to determine my suitability for employment opportunities within the company.
Initial	I understand that nothing contained in this application or conveyed during the interview process is intended to create an employment contract between Qualico and me. In addition, I also understand that if hired, there will be a 90-day (3-month) probationary period at the beginning of my employment, during which period my employment may be terminated.
Initial	I understand that my application and resume will remain on file in a secure area for no more than 6 months, in accordance with legislated privacy laws. Retention of these documents is for possible reconsideration in the event the Company's employment requirements provide a new opportunity. After the 6-month period, my documents will be destroyed.
Initial	I understand that in order to assess my application for employment, Qualico needs to collect personal information about me which may be regulated by a Provincial Privacy Act and/or the Personal Information Protection and Electronic Documents Act (PIPEDA). By completing this form, I hereby consent to Qualico's use of the information obtained on this form and in the interview process to assess my experience and verify my qualifications and previous employment.

Applicant's Signature

Date