



APPLICATION FOR EMPLOYMENT

Position applying for:	Date available to begin work:
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PERSONAL DATA

Last Name	Given name(s)		
Address	Street	Apt. No.	Home Telephone No.
City	Province	Postal Code	Business Telephone No.

Please indicate how you want to be addressed in any correspondence.

	As above	Mr	Mrs.	Miss	Ms
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Are you legally eligible to work in Canada?	Yes	No
Are you 18 years of age or older	Yes	No

To determine your qualification for employment, please provide below and on the reverse, information related to your academic and other achievements including voluntary work, as well as employment history. Additional information may be attached on a separate sheet.

EDUCATION

Secondary School	Business, Trade or Technical School
Highest grade or level completed	Name and Length of Course
Type of certificate or diploma received:	License, certificate or diploma awarded? Yes No
Community College	University
Name and Length of Program:	Length of course:
Diploma received? Yes No	Major subject: Degree Awarded: Yes No Pass Honours
Other courses, workshops, seminars	Licences, Certificates, Degrees
Describe any of your work related skills, experience, or training that relate to the position being applied for:	



EMPLOYMENT

Name of present/last employer:	Present/last job title:	
Address of employer:	Period of employment From: To:	
Type of Business:	Name of Supervisor:	Telephone:
Duties/Responsibilities:	Reason for leaving:	

Name of previous employer:	Previous job title:	
Address of employer:	Period of employment From: To:	
Type of Business:	Name of Supervisor:	Telephone:
Duties/Responsibilities:	Reason for leaving:	

Name of previous employer:	Previous job title:	
Address of employer:	Period of employment From: To:	
Type of Business:	Name of Supervisor:	Telephone:
Duties/Responsibilities:	Reason for leaving:	

For employment references, may we approach:

Your present/last employer? Yes No

Your former employer(s)? Yes No

List references from a Manager or Supervisor if different than above on a separate sheet.

Name: _____ Telephone Number: _____

1. _____

2. _____

I hereby declare that the forgoing information is true and complete to my knowledge.

I understand that a false statement may disqualify me from employment, or cause my dismissal.

Have you attached an additional sheet?

YES NO

Signature

Date



PRE-EMPLOYMENT CRITERIA

As part of the application for a position with the John Noble Home, the following criteria and information must be agreed to by the applicant:

- A Criminal Reference Check will be required to complete the application process. The applicant is responsible for obtaining the check and associated expense. This policy is in no way intended to discriminate against those who have been charged and/or convicted of an unpardoned criminal offence. Rather, it is one aspect of the selection process designed to ensure the safety and well being of our residents.
- At the time of interview, two (2) references will be required. One reference must be from a current or previous manager/supervisor.
- At the time of a job offer from the John Noble Home, you will be required to produce a valid Canadian Social Insurance Number.
- A satisfactory pre-employment fit for work will be required to meet the job requirements prior to the hiring process.
- The status of all registered nursing staff will be checked with the College of Nurses of Ontario (College).
- It is expected that all employees working for the John Noble Home will protect the residents and themselves from influenza by having an annual influenza vaccine. During the Outbreak declared by the Medical Officer of Health, employees not vaccinated or taking an antiviral medication at the time, will be excluded from the workplace for the duration of the outbreak.
- Successful applicants will be required to attend a one to two day General Orientation.

I, _____ have read, understand and agree to the terms of employment with the John Noble Home.

Signature

Date