



COUNTY OF GRANDE PRAIRIE NO. 1

Application for Employment

Human Resources

Instructions:

- Please complete all sections as thoroughly as possible, even if you are attaching a resume. It is necessary to provide complete information as this will be used to determine eligibility.
- A separate application is required for each position/competition. Applications must be received at the closing location by the date indicated in the advertisement.

Freedom of Information and Protection of Privacy:

The personal information requested on this form is collected under the authority of and used for the purpose of administering the County's recruitment and selection. All information provided to us will be considered as supplied in confidence. Under certain circumstances some information may be released subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Human Resources Coordinator, County of Grande Prairie No. 1 at (780) 532-9722, 10001 – 84 Avenue, Clairmont, AB T0H 0W0.

POSITION INFORMATION

COMPETITION NO:	POSITION TITLE:	CLOSING DATE:						
FOR GENERAL APPLICATION								
Indicate the type of employment you are requesting	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-right: 1px solid black;">Permanent</td> <td style="width:50%;">Full-Time</td> </tr> <tr> <td style="border-right: 1px solid black;">Temporary</td> <td>Part-Time</td> </tr> <tr> <td style="border-right: 1px solid black;">Seasonal</td> <td></td> </tr> </table>	Permanent	Full-Time	Temporary	Part-Time	Seasonal		TYPE(S) OF POSITION – Please describe
Permanent	Full-Time							
Temporary	Part-Time							
Seasonal								

PERSONAL INFORMATION

LAST NAME	FIRST NAME	INITIAL	Residence Telephone No. ()	Are you at least 18 years of age? ____ Yes ____ No
			Business Telephone No. ()	
MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE	

LEGAL STATUS TO WORK IN CANADA – documentation may be required. ____ Canadian Citizen ____ Work Permit ____ Landed Immigrant/Permanent Resident ____ Other – please specify:	Do you have any disability that may require accommodation in the work place? ____ Yes ____ No	If yes, what accommodation would you need?
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EDUCATION AND TRAINING:

Please describe secondary, post-secondary, courses and training which have given you work related knowledge and skills. Start with the highest level achieved and specify the degrees, certificates or diplomas completed. Official documentation may be required. Attach a separate page if necessary.

NAME OF INSTITUTION OR ORGANIZATION	LOCATION	AREA OF STUDY/COURSE	GRADE / CERTIFICATION / DIPLOMA / DEGREE	COMPLETED	
				YES	NO

ASSOCIATIONS / PROFESSIONAL AFFILIATIONS

List any active memberships or registrations in a professional or career related organization or society.

WORK HISTORY

Have you previously been employed with the County of Grande Prairie?	Yes _____	If yes, indicate department and dates
	No _____	

Beginning with your most **RECENT** experience, describe your work history. You may wish to include relevant volunteer positions. In the area for "Duties and Skills". Describe the **major** duties and skills acquired/used as they relate to the position you are applying for. If any references have known you by a previous name, please specify. Attach additional pages if required.

EMPLOYER AND LOCATION		FROM (YYYY/MM/DD)		TO (YYYY/MM/DD)	
SUPERVISOR / REFERENCE		SUPERVISOR'S TELEPHONE NUMBER		REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION, if applicable	SALARY		NUMBER OF PEOPLE SUPERVISED, if applicable	
DUTIES AND SKILLS					

EMPLOYER AND LOCATION		FROM (YYYY/MM/DD)		TO (YYYY/MM/DD)	
SUPERVISOR / REFERENCE		SUPERVISOR'S TELEPHONE NUMBER		REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION - If applicable	SALARY		NUMBER OF PEOPLE SUPERVISED, if applicable	
DUTIES AND SKILLS					

EMPLOYER AND LOCATION		FROM (YYYY/MM/DD)		TO (YYYY/MM/DD)	
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POSITION HELD BY APPLICANT	JOB CLASSIFICATION - If applicable	SALARY		NUMBER OF PEOPLE SUPERVISED, if applicable	
DUTIES AND SKILLS					

EMPLOYER AND LOCATION		FROM (YYYY/MM/DD)	TO (YYYY/MM/DD)
SUPERVISOR / REFERENCE		SUPERVISOR'S TELEPHONE NUMBER	REASON FOR LEAVING
POSITION HELD BY APPLICANT	JOB CLASSIFICATION - If applicable	SALARY	NUMBER OF PEOPLE SUPERVISED, if applicable
DUTIES AND SKILLS			

SKILLS / EXPERIENCE

Check areas of skills/experience that you have which relate to the advertised position or if this is a general application, to the position(s) that interests you, and attach any appropriate documentation.

	NET SPEED	NUMBER OF MONTHS EXPERIENCE	LIST EQUIPMENT
TYPING			
DICTATING EQUIPMENT			
SHORTHAND			
WORD PROCESSING			
DATA ENTRY			
COMPUTER SYSTEM SOFTWARE			LIST SOFTWARE
COMPUTER SYSTEM HARDWARE			LIST HARDWARE

SKILLS ACHIEVEMENTS

Briefly summarize your knowledge and major skills / achievements which relate to the advertised position or if this is a general application, to the position(s) that interests you. You may use this space to enter other information you would like us to consider in reviewing your application. Attach additional pages if required.

DRIVER'S LICENSE INFORMATION

Provide the following information if applying for a position where driving is a requirement.

List class(es) of valid driver's license.	List any restrictions/endorsement definitions on license.	If required, do you have access to a vehicle for use on County business? <input type="checkbox"/> Yes <input type="checkbox"/> No
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REFERENCES

Reference checks will be conducted to assess your past work performance and may include checks of attendance records.

In addition to the references identified in the "Work History" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

NAME	TELEPHONE NUMBER	RELATIONSHIP	NUMBER OF YEARS KNOWN

APPLICANT SIGNATURE

- Please read carefully before signing. This application is not valid unless signed by the applicant.
- In accordance with County's Personnel Manual, to avoid potential conflict you may be required to provide information about direct relatives or persons with whom you share a household who are employed by the County of Grande Prairie.
- Your signature on this application form is your consent that as a condition of being considered for employment with the County of Grande Prairie, references about past work performance will be obtained from your current and previous employers. If you are not presently employed with the County of Grande Prairie, and you would like to be notified prior to the County contacting your current employer, you must make your recruitment panel aware of this requirement.
- I certify that the information provided in this application form or attachments / resume is true and complete. I understand that if any information on this application or attachments / resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant.

X	DATE SIGNED (YYYY/MM/DD)
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