

Application for Employment

Personal Inform	ation									
Given Name(s)			Surname			Preferred Name:				
Address (apartment number, street number and name)						City				
Province	Postal Code	Hom	ne Telephone		Busine	ess Telephone Extension				
		()		()				
Email Address Are you le						legally entitled to work in Canada? Yes \Box No \Box				
Position being applied for: :										
Valid Ontario Drivers' Licence? Yes ☐ No ☐					Have you previously worked for the Township of Laird? Yes □ No □					
Class "DZ" Licence is a prerequisite for Road Department positions) OI Laii	u:			
PLEASE COMPLE	ETE THE FOLLOW	ING S	SECTIONS A	ND ATT	ACH A C	JRREN	T RESUME			
Education										
Highest Level of Education Completed										
Diploma/Degree										
Describe any specialized training, licenses, apprenticeship skills and/or honours you have received:										
Employment His	story (present or mo	ost re	cent employe	er first)						
Present/Past Employer (name and address)						Describe Duties/Responsibilities and Significant Achievements				
Type of Business										
Position Title										
Period of Employment From: To:										
Immediate Supervisor (name and title)										
Reason for Leaving										



Application for Employment Continued

Present/Past Employer (name and address) Describe Duties/Responsibilities and Significant Achievements Type of Business Position Title Period of Employment From: To: Immediate Supervisor (name and title) Reason for Leaving Employment History (present or most recent employer first)	Employment History (present or most recent employer first)	
Position Title Period of Employment From: To: Immediate Supervisor (name and title) Reason for Leaving Employment History (present or most recent employer first)	Present/Past Employer (name and address)	
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From: To: Immediate Supervisor (name and title) Reason for Leaving Employment History (present or most recent employer first)	Position Title	
Reason for Leaving Employment History (present or most recent employer first)	· ·	
Employment History (present or most recent employer first)	Immediate Supervisor (name and title)	
	Reason for Leaving	
	Employment History (present or most recent employer first)	
Present/Past Employer (name and address) Describe Duties/Responsibilities and Significant Achievements	Present/Past Employer (name and address)	Describe Duties/Responsibilities and Significant Achievements
Type of Business	Type of Business	
Position Title	Position Title	
Period of Employment From: To:		
Immediate Supervisor (name and title)	Immediate Supervisor (name and title)	
Reason for Leaving	Reason for Leaving	
CERTIFICATION AND AGREEMENT: I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.		
Signature of Applicant Date:	ignature of Applicant	Date:

Unsolicited applications will not be accepted. To make application for a vacancy which has been advertised, you must provide a covering letter indicating your interest in the position. The Township of Laird is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment and selection process. Please advise the Laird Township administrative office to ensure your accessibility needs are accommodated throughout this process.

Recognizing that the Township of Laird is a diverse community, we encourage applications from all qualified individuals. Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the **Township of Laird administrative office**, **3 Pumpkin Point Road West, Echo Bay, ON POS 1C0. Phone # (705) 248-2395 Fax # (705) 248-1138 info@lairdtownship.ca**

Thank you for completing this application and for your interest in employment with the Township of Laird.

Only those candidates selected for an interview will be contacted.