Application for Employment

Personal Information			
Given Name(s)	Surname	Preferred Name:	
Address (apartment number, street number and name)		City	
Province	Postal Code	Home Telephone ( )	Business Telephone ( ) Extension
Email Address	Are you legally entitled to work in Canada? Yes ☐ No ☐		
Position being applied for:	:		
Valid Ontario Drivers' Licence? Yes ☐ No ☐ **Class "DZ" Licence is a prerequisite for Road Department positions**	Have you previously worked for the Township of Laird? Yes ☐ No ☐		

PLEASE COMPLETE THE FOLLOWING SECTIONS AND ATTACH A CURRENT RESUME

Education	
Highest Level of Education Completed	
Diploma/Degree	
Describe any specialized training, licenses, apprenticeship skills and/or honours you have received:	

Employment History (present or most recent employer 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

Employment History (present or most recent employer 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	

Employment History (present or most recent employer 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	

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:** _____

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 P0S 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.