

EMPLOYMENT APPLICATION

Date of application: _____ Date available to start: _____

How did you hear about us? _____

My Availability and Job Position

Position	Status		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
☐ Team Member	☐ Full-time	From							
☐ Management	☐ Part-time	To							
Pay Expectations:		Preferred number of hours per week:							

Tell us about yourself

First name: _____ Last name: _____

Street address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Are you legally eligible to work in Canada? _____

My Education

Please write the highest level of education completed.

My Employment History

Previous Employer

Company: _____

Start date: _____ End Date: _____

Supervisor name: _____ Phone: _____

Position/duties: _____

Reason for leaving: _____

My References and Phone Numbers

1. Name _____ Phone: _____

2. Name _____ Phone: _____

3. Name _____ Phone: _____

Signature: _____ Date: _____

Name:

Date:

STUDENT SELF-ASSESSMENT

I wrote the information in the correct place.	☐ Yes ☐ No
I wrote my address, phone number in the correct format.	☐ Yes ☐ No
My spelling was good.	☐ Yes ☐ No
I used capital letters correctly.	☐ Yes ☐ No

Completing a Job Application Form		Writing
Theme: Employment		CLB Level: 4
Topic: Application Forms	Competency: Getting Things Done	

CRITERIA	A little	Somewhat	Achieved
Performance Indicators: Holistic		2 points	4 points
Filled out all required information			
Performance Indicators: Analytic		1 point	2 points
Correct information in correct place			
Wrote address, phone number etc. in correct format			
Typed with correct space, punctuation			
Adequate control of spelling, capitalization			
Success = 9/12	Score: ____/12		Pass: ☐ Yes ☐ No

TEACHER COMMENTS

Continue:	Next Time: