

BORDER LAND SCHOOL DIVISION

LIFE LONG LEARNING

120 – 9TH STREET NW | ALTONA, MB | R0G 0B1

Tel: (204) 324-6491 | Web: www.blsd.ca

E-mail: hrmanager@blsd.ca

Application for Employment

Non-Teaching / Support Staff

To be considered for an interview, a **COMPLETE** application must be submitted.

A complete application shall include the following items:

- Application for Employment
- Three (3) work related references listed on the Application of Employment
- Current Cover Letter & Resumé

SECTION 1: PERSONAL INFORMATION

FIRST NAME:

ADDRESS 1:

CITY:

PHONE NUMBER: () -

Have you previously worked for BLSD?

YES NO

If yes, in what position?

LAST NAME:

ADDRESS 2:

PROVINCE:

POSTAL CODE:

E-MAIL ADDRESS:

Are you legally entitled to work in Canada? YES NO

As per Manitoba Employment Standards; do you require a permit as a Young Worker? YES NO

LANGUAGE	READ (✓)	WRITE (✓)	SPEAK (✓)	ADDITIONAL LANGUAGE(S)	READ (✓)	WRITE (✓)	SPEAK (✓)
ENGLISH				1)			
				2)			

SECTION 2: POSITION

COMPETITION #(S) YOU ARE APPLYING FOR, **OR** STATE TYPE OF WORK DESIRED:

AVAILABLE START DATE: (MM/DD/YEAR)

/ /

EMPLOYMENT DESIRED (select all that apply)

Full-time

Part-time

Casual

SECTION 3: EDUCATION

SCHOOL TYPE	LOCATION & NAME	NUMBER OF YEARS	CERTIFICATE, DIPLOMA/DEGREE RECEIVED
HIGH SCHOOL			
POST SECONDARY	1)		
	2)		
	3)		



SECTION 4: EMPLOYMENT HISTORY

EMPLOYER NAME: POSITION HELD & DUTIES: (please describe)

ADDRESS:

REASON FOR LEAVING:

DATES OF EMPLOYMENT:

FROM	TO
MO. / YR.	MO. / YR.
/	/

EMPLOYER NAME:

POSITION HELD & DUTIES: (please describe)

ADDRESS:

REASON FOR LEAVING:

DATES OF EMPLOYMENT:

FROM	TO
MO. / YR.	MO. / YR.
/	/

EMPLOYER NAME:

POSITION HELD & DUTIES: (please describe)

ADDRESS:

REASON FOR LEAVING:

DATES OF EMPLOYMENT:

FROM	TO
MO. / YR.	MO. / YR.
/	/

SECTION 5: SPECIAL TRAINING & COMMUNITY INVOLVEMENT

SPECIAL TRAINING & EXPERIENCE SPECIFIC TO THE JOB APPLIED FOR (First Aid, WEVAS, License required, etc.)	RECENT COURSES, WORKSHOPS, AND SEMINARS
1)	1)
2)	2)
3)	3)
4)	4)

PARTICIPATION IN EXTRA-CURRICULAR, CULTURAL & COMMUNITY ACTIVITIES
1)
2)
3)
4)

SECTION 6: REFERENCES

REFERENCES The Division requires the names of three individuals who are familiar with the quality of your work. This could include your current supervisor, former employers, supervisors or co-workers. References may be contacted prior to interview.		
NAME ORGANIZATION TITLE PHONE # () - E-MAIL ADDRESS PERMISSION TO CONTACT YES NO	NAME ORGANIZATION TITLE PHONE # () - E-MAIL ADDRESS PERMISSION TO CONTACT YES NO	NAME ORGANIZATION TITLE PHONE # () - E-MAIL ADDRESS PERMISSION TO CONTACT YES NO



SECTION 7: APPLICANT DECLARATION

1. I certify that all statements made in this Job Application Form are complete and accurate. I agree that any misrepresentation may be sufficient cause for withdrawal of any job offer, or immediate termination of employment without notice or pay in lieu thereof, if I have commenced employment.
2. I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Check / Vulnerable Sector Search and Child Abuse Registry Check. Employment is conditional upon the results of these checks. (Disclosure of a criminal record may not necessarily preclude you from the position for which you may be considered.)
3. I hereby authorize Border Land School Division to conduct a personal investigation in connection with my application for employment; and hereby authorize any person, employer, or organization, to provide any information, opinion, reports, documents or copies thereof in any form which may be requested in connection with my application for employment with Border Land School Division.

AGREED: (Please check)

x _____
SIGNATURE OF APPLICANT

/ /
DATE (mm/dd/year)

- NOTE:**
- You are encouraged to attach a personal resume and cover letter giving any additional information that you deem relevant to this application. You are not obligated to list anything which details characteristics protected by the *Human Rights Code*, such as ancestry, nationality, ethnic background, religion, age, sex, sexual orientation, marital status, political belief, or physical or mental disability.
 - Receipt of completed application forms will not necessarily be acknowledged.
 - Interviews will be arranged with selected candidates if and when appropriate positions arise.
 - Applications are to be renewed or updated for each year.