



Administrative Application

All Personnel Services Inc.

1415 Bonhill Road, Suite 18 Mississauga ON L5T 1R2

Job Line: (905) 362-2299, Fax Number: (905) 362-2294, Toll Free: 1-800-895-8897

INSTRUCTIONS: PLEASE COMPLETE IN FULL. ENSURE THAT YOU HAVE READ AND SIGNED THE DECLARATION FOR EMPLOYMENT ON THE LAST PAGE.

**Position
Applying For:**

Source of Ad _____

Job Title: _____

PERSONAL DATA

Name: _____
Last (Family Name) First Middle

Mailing Address: _____
No. Street Apt City Postal Code

Valid Email Address _____
This MUST be a private email address, that only you, or a person authorized by you has access to as your pay slip will be sent here

Telephone Home: _____ Cell: _____ SIN: _____

Date of Birth: _____ Emergency # _____ and Name: _____

Are you legally entitled to work in Canada? Yes No

As an adult, have you ever been convicted of an offence other than a traffic violation? Yes No

Are you able to work shifts (non-standard hours) if required? Yes No

Do you have any relatives working at All Personnel Services? Yes No

If yes, name(s): _____

Have you ever been employed by an employment service? Yes No

If yes indicate:
Dates of Employment: _____

Company Name: _____

EDUCATION AND TRAINING

	Name & location of institution	Number of years completed	Field of Study	Grade/Diploma/Degree and year completed
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate College/University				
Graduate/Professional				
Other Continuing Education				

Professional Qualifications/
Memberships/Licenses if applicable:

If you wish to attach your resume, please do so. RESUME ATTACHED

SPECIALIZED SKILLS

A. SECRETARIAL/CLERICAL SKILLS:

- Word Processing Software: _____
 Spreadsheet Software: _____
 Database Software: _____
 Keyboarding _____ wpm
 Other _____ specify
 Dictaphone
 Data Entry
 Graphics
 Special Terminology _____ specify

B. COMPUTER SKILLS: PC Mac VAX/VMS

Please specify computer systems you have worked with, courses you have taken and your working knowledge of computer software:

C. TECHNICAL SKILLS:

D. TRADES/MAINTENANCE SKILLS:

E. LANGUAGE SKILLS: Spoken: _____ Written: _____

F. If you are applying for a position requiring a driver's licence, please complete the following:

Do you have a valid driver's license? Yes No Class: _____ Province: _____

Licence # _____ (For Drivers, we require a copy of your licence for our files)

Do you have a reliable vehicle? Yes No

PREVIOUS EMPLOYMENT

(begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Wage:
Duties:	

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Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Wage:
Duties:	

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Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Wage:
Duties:	

REFERENCES

List three persons, other than relatives or personal friends, who can judge your work ability.

	NAME	COMPANY	POSITION	TELEPHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer for a reference? Yes No Previous Employers? Yes No

If no, please state reasons: _____

Please use this space to describe any other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

Declaration:

This certifies that this application has been completed by me, and that all entries on it, and the information in it are true and complete to the best of my knowledge.

I authorize All Personnel Services to make such investigations and inquires of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquires in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the company, as permitted by Law.

Personal Data questions are voluntary upon application for a position. Employment decisions are not made contrary to sections 5 and 23 of the Ontario Human Rights Code, and applicants should not feel compelled to fill in information they feel may be discriminatory against them for any reason. Certain questions may be required in order to determine insurability or to fulfill regulatory requirements.

Date

Signature of Applicant

Thank you for taking the time to complete this application and for your interest in All Personnel Services.

All Personnel Services is committed to the principles of Employment Equity and welcomes applications from all qualified candidates. Women, people of aboriginal descent, members of visible minorities, and people with disabilities are invited to identify themselves as members of these designated groups. Please feel free to use the Voluntary Declaration form available from our office and attach to this Application or to your resume.

This person self-identified as a member of a designated group as defined by the Employment Equity Plan and the self-identification is attached to this application. Yes No

Signature: _____

Date: _____