# Application for employment

### **Human Resources Committee**

### **Students’ Union of St. Thomas University, Inc.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | First |  | | | | | | | | M.I. | | Date | |  | |
| Street Address | | | |  | | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | |
| City |  | | | | | | | | | | Province | |  | | | | | | | Post Code |  | | | | |
| Phone |  | | | | | | | | | | E-mail Address | | | |  | | | | | | | | | | |
| Position Applied for: | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of Canada? | | | | | | | | | YES ☐ | NO ☐ | | If no, are you authorized to work in Canada? | | | | | | | | | | | YES ☐ | | NO ☐ |
| Have you ever worked for the Students’ Union? | | | | | | | | | YES ☐ | NO ☐ | | If so, when? | | | | |  | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | YES ☐ | NO ☐ | | If yes, explain | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | Address | |  | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | YES ☐ | | NO ☐ | | | | Degree | | |  | | | | | | |
| College | |  | | | | | | | | Address | |  | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | YES ☐ | | NO ☐ | | | | Degree | | |  | | | | | | |
| Other | |  | | | | | | | | Address | |  | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | YES ☐ | | NO ☐ | | | | Degree | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Please list two references, one of which may be academic.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | | Relationship | | | | |  | | | | | | |
| Company | | |  | | | | | | | | | | | Phone | | | | ( ) | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | | Relationship | | | | |  | | | | | | |
| Company | | |  | | | | | | | | | | | Phone | | | | ( ) | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | Phone | ( ) | | | | | | |
| Address | | |  | | | | | | | Supervisor | |  | | | | | |
| Job Title | | |  | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | |
| From |  | | | To | |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES ☐ | NO ☐ |  | | | | | | |
| Company | | |  | | | | | | | Phone | ( ) | | | | | | |
| Address | | |  | | | | | | | Supervisor | |  | | | | | |
| Job Title | | |  | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | |
| From |  | | | To | |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES ☐ | NO ☐ |  | | | | | | |
| Company | | |  | | | | | | | Phone | ( ) | | | | | | |
| Address | | |  | | | | | | | Supervisor | |  | | | | | |
| Job Title | | |  | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | |
| From |  | | | To | |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES ☐ | NO ☐ |  | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Student Information | | | | | | | | | | | | | | | | | |
| Year of Study | | |  | | | | | | | | | Major | | |  | | |
| Student ID Number | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. | | | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | | | Date | |  | |