



APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR	WORK PERIOD DESIRED: Full Time Part Time On Call AVAILABILITY: Weekends Evenings Anytime	DATE OF APPLICATION
NAME IN FULL (Please Print) Surname: _____ First Name: _____	Mr. Mrs. Miss Ms.	DATE AVAILABLE
MAILING ADDRESS Street _____ City _____ Province _____ Postal Code _____		AGE: 15 YEARS & ABOVE Yes No
NAME USED IN PREVIOUS EMPLOYMENT (If applicable)		HOME PHONE
		BUSINESS PHONE

1. ARE YOU LEGALLY ENTITLED TO WORK IN CANADA? Yes No

2. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OR SUMMARY CONVICTION OFFENCE?

Yes No If 'Yes' please explain:

The disclosure of a criminal record will not necessarily preclude you from the employment opportunity you have applied for. The Library will assess the information provided in order to determine if the conviction is related to your intended employment.

3. HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE COQUITLAM PUBLIC LIBRARY?

Yes No

If 'Yes' give details:

4. DO YOU HAVE ANY RELATIVES EMPLOYED BY THE COQUITLAM PUBLIC LIBRARY?

Yes No If 'Yes' give name, relationship and department:

5. a) Do you have a disability or illness which may impair your ability to perform the duties of the position applied for?

Yes No If 'Yes' please explain:

b) How many days work have you missed due to illness, injury, or disability in the last 2 years? Approximately _____ days

6. PLEASE COMPLETE:

Computer Programs: (Work experience and specifics) _____

Other: (Work experience and specifics) _____

7. EDUCATION:

NAME & LOCATION OF SCHOOL OR INSTITUTION	COURSE PROGRAM MAJOR FIELD	CREDIT, GRADE, DIPLOMA DEGREE ATTAINED	DATES	
			STARTED	COMPLETED
Secondary or High School				
Vocational, Trade or Business School				
University or College				
Post Graduate or Other				
8. SPECIAL COURSES	COURSE CONTENT, DURATION, ETC.		YEAR	

9. OTHER SKILLS - SPOKEN OR WRITTEN LANGUAGES, ETC.

10. WORK EXPERIENCE: Start with your present position and work backwards - you may include child rearing, household management, and volunteer or community work. For additional information, attach extra sheet(s)

PRESENT OR LAST EMPLOYER		DATE STARTED	DATE ENDED	SALARY
ADDRESS	PHONE NUMBER	POSITION TITLE		
TYPE OF BUSINESS		SUPERVISOR'S NAME/TITLE		
DUTIES		REASON FOR LEAVING THIS POSITION		
2 ND TO LAST EMPLOYER		DATE STARTED	DATE ENDED	SALARY
ADDRESS	PHONE NUMBER	POSITION TITLE		
TYPE OF BUSINESS		SUPERVISOR'S NAME/TITLE		
DUTIES		REASON FOR LEAVING THIS POSITION		
3 RD TO LAST EMPLOYER		DATE STARTED	DATE ENDED	SALARY
ADDRESS	PHONE NUMBER	POSITION TITLE		
TYPE OF BUSINESS		SUPERVISOR'S NAME/TITLE		
DUTIES		REASON FOR LEAVING THIS POSITION		
4 TH TO LAST EMPLOYER		DATE STARTED	DATE ENDED	SALARY
ADDRESS	PHONE NUMBER	POSITION TITLE		
TYPE OF BUSINESS		SUPERVISOR'S NAME/TITLE		
DUTIES		REASON FOR LEAVING THIS POSITION		

11. WHAT ATTRACTS YOU TO THE POSITION FOR WHICH YOU ARE APPLYING?

12. OTHER COMMENTS

- 13. I** I HEREBY CERTIFY THAT THE INFORMATION GIVEN ME IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND AGREE THAT FALSIFICATION OR OMISSION OF INFORMATION CALLED FOR WILL MAKE ME SUBJECT TO DISCHARGE FROM EMPLOYMENT.
- II** I GIVE PERMISSION FOR THE LIBRARY TO CONTACT FORMER EMPLOYERS FOR REFERENCES.
- III** I UNDERSTAND THAT FOR CERTAIN POSITIONS I MAY BE REQUIRED TO SATISFACTORILY UNDERGO A CRIMINAL RECORD SEARCH, BE BONDABLE AND/OR PRODUCE A SATISFACTORY DRIVER'S LICENSE ABSTRACT, I AGREE THAT IN SUCH CASE THE LIBRARY MAY INVESTIGATE, IN ANY WAY IT DEEMS NECESSARY, FOR THOSE PURPOSES.

PLEASE FORWARD TO:

ADMINISTRATION
 COQUITLAM PUBLIC LIBRARY
 575 POIRIER STREET
 COQUITLAM BC V3J 6A9

 DATE

 SIGNATURE OF APPLICANT

GENERAL APPLICATIONS ARE KEPT ACTIVE FOR SIX (6) MONTHS

WHILE THE COQUITLAM PUBLIC LIBRARY APPRECIATES YOUR INTEREST,
 ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED