

DATE STAMP

APPLICATION FOR EMPLOYMENT

COMPLETE ALL SECTIONS IN FULL

(For use by **External Applicants**)

POSITION APPLYING FOR:		JOB COMPETITION #	
LAST NAME		FIRST NAME	
ADDRESS		POSTAL CODE	HOME TELEPHONE
ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY ELIGIBLE TO WORK IN CANADA? <input type="checkbox"/> YES <input type="checkbox"/> NO	WORK TELEPHONE	OTHER TELEPHONE

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL / COURSES MAJORED IN	GRADUATE
HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO
UNIVERSITY		<input type="checkbox"/> YES <input type="checkbox"/> NO
BUSINESS/TRADE		<input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER		

SPECIAL TRAINING OR CERTIFICATES:

EMPLOYMENT HISTORY

EMPLOYER	POSITION HELD	FROM	TO
PRESENT			
LAST			
2ND LAST			
3RD LAST			
EMPLOYED BY CITY PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?	

CURRENT VALID ONTARIO DRIVER'S LICENCE

CLASSIFICATION: A C D F G Z

EQUIPMENT OPERATED: TRACTORS DOZERS GRADERS BACKHOE OTHERS (Type) _____

SOFTWARE EXPERIENCE

WORD EXCEL POWERPOINT SAP MS OUTLOOK OTHER _____

HOBBIES, RECREATION, COMMUNITY AND CLUB ACTIVITIES

(Do not list clubs or organizations of a religious, racial or ethnic character)

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics.

Use the space below to summarize any information necessary to describe your full qualifications and/or attach a resume:

TERMS AND CONDITIONS

I understand that employees of the Corporation of the City of Thunder Bay will not be employed in more than one position except where it can be conclusively demonstrated that no other alternatives exist with respect to staffing requirements and/or the employee is entitled to hold more than one position by virtue of collective agreement provisions. The appointment of employees into more than one position will be subject to the General Manager's approval.

I understand that applicants for positions will not be successful where the applicant is closely related to the immediate supervisor of the position, who has disciplinary and evaluative functions to perform over the successful applicant or performs an auditing function; or where there is the bestowal of patronage by a public officer on a relative on some basis other than merit. Closely related means: parents (including "step"), spouse (including common-law), children (including "step" and grandchildren, brothers and sisters), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and/or sister-in-law.

I understand that where successfully completing an employment related medical is a *bona fide* job requirement, employment will be offered conditional upon my successfully completing the medical examination.

If employed by The City of Thunder Bay, I agree to be governed by all rules and regulations of the Corporation and agree to any conditions of employment in effect at the time of my employment or thereafter.

I agree to present proof of age if I am offered a position with the City of Thunder Bay, understanding that this is essential information for insurance/pension purposes.

I understand that I will be required to show proof of validity of my driver's licence, professional licences, and/or education when such certification constitutes a job requirement.

I agree to provide information identifying previous and past employers, in order to be approached for references. I understand that such references will only be sought with my knowledge and permission.

I understand that police reference checks and/or security clearance may be required for certain positions.

BY SUBMITTING MY APPLICATION, I AGREE THAT:

The foregoing statements are correct to the best of my knowledge and I understand that a misrepresentation of this form or any accompanying documents may disqualify me for employment or cause my dismissal.

Date: _____ Signature: _____

Personal information on this form is collected under the authority of the Municipal Act, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, City Hall Annex, 141 S. May Street, Thunder Bay, Ontario, P7E 1A9, Telephone: 625-3866.

**WE THANK ALL APPLICANTS FOR THEIR INTEREST.
ONLY THOSE CANDIDATES SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.
The City of Thunder Bay is an equal opportunity employer.
Reasonable accommodations are available upon request for all parts of the recruitment process.**

CONFIDENTIAL VOLUNTARY SELF IDENTIFICATION

The City of Thunder Bay is an equal opportunity employer and as such, this form:

- is totally voluntary, anonymous and confidential
- is not required to complete your Application of Employment
- will not be given to the hiring supervisor
- will not affect your application
- will be kept in Human Resources, separate from your application
- will only be used in summary form in accordance with human rights and privacy legislation.

Human Resources collects this information to monitor our success in attracting a diverse range of applicants. We appreciate your assistance in providing the requested information.

Are you currently employed with the City of Thunder Bay? Yes No

Please indicate the type of job you are applying for:

- Administrative (e.g. secretary, clerical)
- Professional/Technical (e.g. paramedic, accountant, engineer, nurse)
- Trades (e.g. mechanic, electrician, carpenter)
- Operations (e.g. labourer, roads, sanitation)
- Supervisor
- Manager
- Other (please specify): _____

A. **Gender:** Female Male

B. Are you a person of **Aboriginal Descent**? Yes No

C. A member of a Visible Minority group in Canada is someone, other than an Aboriginal person, who is non-white in colour and or race, regardless of place of birth or citizenship.

Are you a member of a Visible Minority? Yes No

D. **Persons with disabilities** are persons who consider themselves to be or believe that an employer or a potential employer would be likely to consider them to be disadvantaged in employment by reason of any persistent physical, mental health, developmental or learning disability.

Are you a person with a disability? Yes No

Date: _____