



# Homeland Housing

Better Housing, Better Living

## **Employment Application Form**

## Personal Information

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you legally entitled to work in Canada?  Yes  No

Do you have reliable transportation?  Yes  No

Position applied for? \_\_\_\_\_ F/T P/T Casual

Do you have any relatives/friends employed by Homeland Housing?  Yes  No

If YES, what are their names, positions, sites, and relationship to you? \_\_\_\_\_

## Work History

List your employers beginning with the most recent (or attach resume)

**Most Recent Position:** \_\_\_\_\_

Start/End Date: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Position:** \_\_\_\_\_

Start/End Date: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Education

Highest Level of Education Completed: \_\_\_\_\_

School Name & Location: \_\_\_\_\_

List significant training completed or applicable skills:

Course/Skill	Date:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**Position Applied For:** \_\_\_\_\_

## Department Applied For:

- Dietary                       Housekeeping                       Recreation/Activities  
 Administration                       Maintenance

## Availability

I am looking for work in the following area(s):

- St. Albert     Morinville     Legal     Gibbons     Redwater

I am available to work:

- Days     Evenings     Nights     Weekends

I am interested in:

- Full-time     Part-time     Casual

Available hours:    Mon                      Tues                      Wed                      Thurs                      Fri                      Sat                      Sun

From:							
To:							

I certify that the information I am providing is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts may disqualify me from employment or be cause for immediate termination. I pledge confidentiality at all times and understand that failure to keep information confidential will be grounds for dismissal. I agree to acquaint myself with and abide by the philosophy, policies, procedures, rules and regulations of the employer and understand that failure to do so may be grounds for discipline up to and including dismissal. I am aware my employment is conditional upon completion of a satisfactory background and reference check. If accepted for employment I will participate in scheduled staff education sessions and the specified compulsory company benefits. I understand that my service may be terminated by the Company without notice or payment in lieu of notice during my probationary period.

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Signature

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Date

Resume Attached:     Yes     No

**IMPORTANT NOTE FOR APPLICANTS:**

All successful applicants must provide a criminal record check.

*The personal information requested on this form is collected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. Any questions or concerns may be directed to the HR Administration. Visit [www.homelandhousing.ca](http://www.homelandhousing.ca) for a listing of our current available positions.*