

# Town of Woodstock

APPLICATION FOR EMPLOYMENT



Please type or print

if necessary use a separate sheet to enlarge on education, training and skills

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## PERSONAL DATA

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Position Applied For

Type of Employment

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Summer \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Family Name \_\_\_\_\_ First \_\_\_\_\_ Second \_\_\_\_\_ Social Insurance No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone-Home \_\_\_\_\_

City/Town \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone-Work \_\_\_\_\_

Permanent Home Address (if different from above) \_\_\_\_\_

Telephone \_\_\_\_\_

Languages:

Date Available \_\_\_\_\_

Spoken: \_\_\_\_\_

Written: \_\_\_\_\_

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Are you prepared to work anywhere in the Municipality?

Do you have the use of a car?

Do you have a valid Driver's License? \_\_\_\_\_ Class \_\_\_\_\_ Province \_\_\_\_\_

Do you have any relatives employed by the municipality?

\_\_\_\_\_ If yes, state relationship and department

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## EDUCATION

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Name and Address \_\_\_\_\_

Total Number of \_\_\_\_\_

Diploma Received/ \_\_\_\_\_

Years Attended \_\_\_\_\_

Grade Completed \_\_\_\_\_

Secondary  
School

Post  
Secondary

Other  
Training

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REFERENCES Include Two Who Know Your Work or Studies (Not Relatives or Former Employers)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## EMPLOYMENT HISTORY

Please record in the beginning with present or most recent employer

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Employer's Name	Your Duties:
Employer's Address	
Supervisor's Name	
Position Title	
Duration of Employment	Salary
Reason for leaving:	
Employer's Name	Your Duties:
Employer's Address	
Supervisor's Name	
Position Title	
Duration of Employment	Salary
Reason for leaving	
Employer's Name	Your Duties
Employer's Address	
Supervisor's Name	
Position Title	
Duration of Employment	Salary
Reason for leaving	

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**Special Skills**

Shorthand\_\_\_\_\_WPM Typing\_\_\_\_\_WPM Dictaphone\_\_\_\_\_WPM Other

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**Training and Experience** - Describe any other work experience skills or training that you have acquired that relate to the position applied for or type of work desired. This should also include skills demonstrated in voluntary or part-time work. Use a separate sheet if necessary.

I certify that the statements made by me in this application are true and complete to the best of my knowledge. I am aware that misrepresentation or falsification may result in rejection of my application or dismissal from employment.

Date: \_\_\_\_\_

Signature: