**EMPLOYMENT APPLICATION**

*NARSF Programs Ltd. is committed to employment equity, supporting human rights and operating a workplace free of discrimination and harassment. Please complete this application to your best ability. Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose your application for employment.*

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| **Position Applying For**: |   |
| **Available Start Date:** |   | [ ]  **Full Time** [ ]  **Part Time** [ ]  **Casual** |

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| **Contact and Demographic Information** --------------------------------------------------------------------------- |
| Name: |   | Able to lift 10Kg:  | [ ]  Yes [ ]  No |
| Street Address: |   |
| City/Town: |   | Province: |   | Postal Code: |   |
| Telephone: |   | e-mail: |   |
| Driver’s License: | [ ]  Yes [ ]  No | Access to reliable vehicle: | [ ]  Yes [ ]  No [ ]  N/A |

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| **Education and Training** ------------------------------------------------------------------------------------------------- |
| List the highest levels (high school, college, university etc.) of education completed or in progress. Please attach a resume with further education and training details. |
| Name of Institution: |   |
| Type of Certification:  | [ ]  Certificate or [ ]  Diploma or [ ]  Degree in: |   |
| Level of Completion:  | [ ]  Completed: |   | [ ]  In Progress, complete by: |   |
| Name of Institution: |   |
| Type of Certification:  | [ ]  Certificate or [ ]  Diploma or [ ]  Degree in: |   |
| Level of Completion:  | [ ]  Completed: |   | [ ]  In Progress, complete by: |   |
| **Professional Designations** (e.g. RN, RCC, CYC, etc.): |   |
| **Workplace Courses and Training** (e.g. First Aid, Non-Violent Crisis Intervention, ASIST, Cultural Competency, etc.): |
| Course/Training: |   | Completed: |   | Valid until: |   |
| Course/Training: |   | Completed: |   | Valid until: |   |
| Course/Training: |   | Completed: |   | Valid until: |   |
| Course/Training: |   | Completed: |   | Valid until: |   |
| **Technical Skills: *Microsoft Office*:** [ ] Word [ ] Excel [ ] Outlook [ ] Powerpoint [ ] Publisher [ ] OneDrive [ ] Access [ ] Sharepoint [ ] Teams ***Adobe*:** [ ] Reader [ ] Acrobat [ ] Photoshop [ ] Illustrator ***Social Media*:**[ ] Facebook [ ] YouTube [ ] Instagram [ ] SnapChat [ ] Twitter ***Other*:** [ ] Database Software [ ] Troubleshooting [ ] Website Development/Maintenance [ ] Other:  |

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| **Employment History** ------------------------------------------------------------------------------------------------------ |
| List your most relevant employment experiences. Please attach a resume with further employment details. |
| Employer: |   | Type of Business:  |   |
| Position Held: |   | [ ]  Full Time [ ]  Part Time [ ]  Casual [ ]  Student/Practicum |
| Duration of Employment: |   | Reason for Leaving: |   |
| Employer: |   | Type of Business:  |   |
| Position Held: |   | [ ]  Full Time [ ]  Part Time [ ]  Casual [ ]  Student/Practicum |
| Duration of Employment: |   | Reason for Leaving: |   |

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| **Confirmation and Signature** -------------------------------------------------------------------------------------------- |

Please read carefully before signing. This application is not valid unless signed by the applicant.

*I have completed this application myself and understand that if I have given false information about myself, NARSF Programs LTD. (NARSF) is free to reject this application or end my employment contract.*

*I understand that:*

1. *If NARSF feels it is necessary, a pre-employment health screening, including TB skin test and/or chest x-ray, will be completed, to demonstrate that I meet an acceptable standard of health.*
2. *If hired, I will be required to serve the probationary period.*
3. *NARSF has a policy that employees may not report directly to/supervise a relative. Will this application put you in conflict with this policy?* [ ]  *Yes* [ ]  *No If yes, please indicate the name of and position that your relative holds: ­­­\_\_*

*If NARSF hires me, I agree to:*

1. *Follow all the policies provided to me by NARSF, and recognize that if I do not, my employment contract may be cancelled.*
2. *Sign a confidentiality agreement.*
3. *Allow pay deductions for related provincial and federal contributions and NARSF benefits.*
4. *Complete a criminal record check (CRC) for the vulnerable sector and recognize that I will cover the cost of that CRC and may be refunded by NARSF.*
5. *Allow NARSF to collect reference information from employers and/or education facilities and confirm I will not slander NARSF or my previous employers/education facilities for the information collected.*

I certify that the information in this application is accurate and complete.

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| Applicant Signature: |   | Date: |   |
|  | Use e-signature, or type name for electronic confirmation | Resume attached: [ ]  Yes [ ]  NoCover letter attached: [ ]  Yes [ ]  No  |