

TOWN OF FORT NELSON  
NORTHERN ROCKIES REGIONAL DISTRICT

**EMPLOYMENT APPLICATION**

Please complete all sections as thoroughly as possible. If you are a student please indicate whether or not you will be returning to school and if so, when? Please attach your resume with this application.

This application will introduce your experience, education and skills. It is necessary to provide complete information as this will be used to determine eligibility. Past work performance checks will be conducted prior to appointment. All information will be considered confidential in the competition process.

**Position Information:**

I am applying for: \_\_\_\_\_

**Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Have you previously applied to this Municipality for employment? \_\_\_\_\_

List any relatives presently working for this Municipality:

\_\_\_\_\_  
\_\_\_\_\_

Driver's License: \_\_\_\_\_ Yes \_\_\_\_\_ No Class: \_\_\_\_\_

Bondable: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Education and Training**

Please describe secondary, post secondary, courses and training which have given you work related knowledge and skills. Start with highest level achieved and tell us about the degrees, certificates or diplomas completed. Official documentation may be required. Attach a separate page if necessary.

Name of Institution or Organization: \_\_\_\_\_

Location: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Area of Study/Course: \_\_\_\_\_

Grade/Diploma/Degree: \_\_\_\_\_

Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

---

---

Name of Institution or Organization: \_\_\_\_\_

Location: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Area of Study/Course: \_\_\_\_\_

Grade/Diploma/Degree: \_\_\_\_\_

Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Professional or Other Memberships:**

List any active memberships or registrations in a professional or career-related organization or society.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Work History:**

Beginning with your most recent experience, please describe your work history. You may wish to include relevant volunteer positions. In the area for Duties and Skills, please describe the major duties and skills acquired/used as they relate to the position you are applying for now. Attach additional pages if required.

Employer and Location: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties and Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

=====

Employer and Location: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties and Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

=====

Employer and Location: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties and Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any other skills, qualifications or experience which you feel would especially fit you for work with this Municipality:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact your present employer? \_\_\_\_\_



**References:**

You may wish to provide further references in addition to the supervisors listed above. If any reference has known you by a previous name, please specify.

Name	Telephone Number	Relationship	Years Known

**NOTE: PLEASE READ CAREFULLY BEFORE SIGNING. THIS APPLICATION IS NOT VALID UNLESS SIGNED BY THE APPLICANT.**

I certify that all information herein provided is true and complete to the best of my knowledge. I agree and understand that any misrepresentation or misstatements herein will forfeit all my rights from, and that I may be dismissed and disqualified from, employment with the Municipality.

Signature: \_\_\_\_\_

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

**Criminal Record Check:**

I understand and agree that, as a condition of employment, if I am the successful applicant, I must comply with the Town of Fort Nelson and the Northern Rockies Regional District's policy of having a Criminal Record Check completed prior to commencing work.

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

**DISCLAIMER:**

**PERSONAL INFORMATION COLLECTED FROM THIS APPLICATION FORM WILL BE USED STRICTLY AND ONLY FOR THE PURPOSE OF EMPLOYMENT WITH THE TOWN OF FORT NELSON AND THE NORTHERN ROCKIES REGIONAL DISTRICT.**

In the event you are unsuccessful in obtaining the position that you have applied for, do you want this application to be circulated to other departments or to be considered for future or current positions. \_\_\_\_\_ Yes \_\_\_\_\_ No