

APPLICATION FOR EMPLOYMENT/VOLUNTEER
(All applications are held for a maximum of three months)



Position Applied For: _____ Date Available: _____

Time Available: Days Evenings Weekends Rotating Shifts

Restrictions: _____

Have you attached a resume to this application? Yes No

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Middle Initial: _____ Email: _____

Street Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Home Phone: _____ Other Phone: _____

Are you legally entitled to work in Canada Yes No

Are you able to provide a clear criminal record check? Yes No

Have you been previously employed or volunteered for the Downtown BIZ? Yes No

If yes, period of employment: From _____ To _____

Position held at that time: _____

EDUCATION

Last grade completed: _____ Location: _____

POST SECONDARY

Diplomas, Certificates, Licenses, Professional Designations

Institution

Level Obtained

Institution	Level Obtained
_____	_____
_____	_____
_____	_____

Do you hold a valid CPR/First Aid Certificate? Yes No Expiry Date: _____

EMPLOYMENT HISTORY

(Please list your last two employers below)

Employer: _____ Address: _____

Manager's Name: _____ Phone: _____

Period of employment: From _____ To _____ Job Title: _____

Duties: _____

Reason for Leaving: _____

EMPLOYMENT HISTORY

Continued

Employer: _____ Address: _____

Manager's Name: _____ Phone: _____

Period of employment: From _____ To _____ Job Title: _____

Duties: _____

Reason for Leaving: _____

LANGUAGE/SKILLS

English: Speak Read Write French: Speak Read Write

Other: Speak Read Write Specify: _____

Other skills relative to the position: _____

PLEASE PROVIDE ANY ADDITIONAL INFORMATION WHICH WILL ASSIST IN CONSIDERATION OF YOUR APPLICATION.

DECLARATION

I certify that all the information provided by me in this application and the attached resume are true. I understand that should any information be falsified in such application documents, that I may be disqualified from being considered for employment/volunteer service with the Downtown Winnipeg BIZ. I understand that any false statements made in this application could result in disciplinary action, up to and including, dismissal if discovered subsequent to employment/volunteer service.

Signature of Applicant: _____ **Date:** _____

EMPLOYMENT EQUITY

The Downtown Winnipeg BIZ is an equal opportunity employer and partners with organizations which assist in training/employment for under-represented groups in the workforce. *Completion of this section will not affect employability or volunteer positions and is strictly for statistical purposes.* Individuals are invited to self declare if any of the following are applicable.

Female Disability Visible Minority

Youth High School Student University Student

Aboriginal: Status Non Status Inuit Métis

Note: Please ensure that all areas have been completed with the Declaration signed and dated. This information will be used strictly for the consideration of an employment/volunteer position with the Downtown Winnipeg BIZ. Successful applicant's information will be retained in the appropriate files and/or database for administration purposes only. Unsuccessful applicant's information will be destroyed after three months. Incomplete applications will not be considered.

ALL INFORMATION PROVIDED IS CONSIDERED CONFIDENTIAL.