

Universal Services

APPLICATION FOR EMPLOYMENT

Personal Information

Name Last First Middle

Address

City Postal Code

Telephone: Home Business Other

Are you bondable? Yes No

Person to notify in case of emergency: Name Address Phone

Education

	Name & Location of Institution	Cert./Diploma/Degree/Course	Awarded Y/N
High School			
Technical			
College or University			
Night or Correspondence			
Other			

Are you studying now? Yes No What? Where?

Memberships in technical or professional groups?

Employment History

Present Or Most Recent Employment		Brief Description Of Position
Name of Employer		
Address		
Your Job Title		
Dates of Employment		
Final Rate of Pay		Reason for Leaving

Previous Employment		Brief Description Of Position
Name of Employer		
Address		
Your Job Title		
Dates of Employment		
Final Rate of Pay		Reason for Leaving

Skills

Computer Software

Other Skills (specify)

Driver's Licence? Yes No Class A B C D E F G M Z Endorsement

Other Information

Position Desired

Wages/Salary expected

When could you start?

Are you currently employed?

Yes

No

Does your employer know you are seeking employment elsewhere?

Yes

No

Why are you looking for a change?

Please list business references. References will not be contacted until the applicant has been notified.

Name	Relationship	Phone #	Occupation

To assist us in finding the proper position for you, please list any additional information describing your qualifications, other experiences, or skills.

DECLARATION

I understand and agree that Employment and Continuing Employment are conditional upon:

- observance of rules, regulations and company policies governing employment by the company as in effect at the time of employment or established at any subsequent time;
- the verification of statement made by me in this application and my resume;
- the satisfactory completion of a 90 probationary period of employment.

I certify that I am legally entitled to work in Canada. Yes No

Applicant's Signature

Date

Information gathered in this application is used solely for the use of Universal Services hiring procedures. Please direct inquiries to our Human Resource Department, Universal Services, 1015 Mid-Way Blvd, Mississauga, Ontario L5T 2C1.