



**Burnaby Public Library**  
 6100 Willingdon Avenue  
 Burnaby, BC V5H 4N5  
 604-436-5427  
 www.bpl.bc.ca

**APPLICATION FOR EMPLOYMENT  
 PAGE (SHELVER)  
 BOB PRITTIE METROTOWN**

**IMPORTANT: Please read the following instructions before completing this application.**

1. The information on this form is being collected to process your application for employment in accordance with the Freedom of Information and Protection of Privacy Act and under the authority of the Library Act for the purpose of determining your eligibility for employment.
2. Please submit a resume AND complete and sign this form.
3. Please print in ink when completing this application form.
4. All applications are kept on file for one year.
5. Please be advised that BPL does not hire for seasonal employment.

**PERSONAL INFORMATION**

Last Name:		*First Name(s):	
Home phone number:	Mobile phone number:	Email	Are you 16 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: Street		City	Province Postal Code

*\*preferred or chosen name – does not have to be your legal first name*

**GENERAL INFORMATION**

Do you have any relatives employed by Burnaby Public Library? If yes, name and relationship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Canadian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Social Insurance Number? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No There will be a mandatory criminal record check prior to hiring.	

**AVAILABILITY TO WORK** (Please tick  box)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>MORNING</b>							<b>CLOSED</b>
<b>AFTERNOON</b>							
<b>EVENING</b>						<b>CLOSED</b>	<b>CLOSED</b>

**EDUCATION**

If Secondary School Student		Grade:
School:		
Name & Location of School Attended (City/Province)	Course, Program OR Major Field	Highest grade completed, OR credits, diploma, degree
Secondary		
Post Secondary		

<b>DETAILED EMPLOYMENT HISTORY</b> (In chronological order, starting with most recent)		
<b>1. Employer's Name and Address:</b>		
Position:	Dates worked:	Reason for leaving:
Supervisor's Name and Position:		Supervisor's Phone Number:
Duties:		
<b>2. Employer's Name and Address:</b>		
Position:	Dates worked:	Reason for leaving:
Supervisor's Name and Position:		Supervisor's Phone Number:
Duties:		

<b>OTHER EXPERIENCE/INTERESTS</b>
List additional qualifications, skills or experience of value including volunteer experience
List leisure activities and interests (exclude names of political, ethnic or religious organizations)

<b>APPLICANT'S DECLARATION</b> (Please read carefully before signing)
<b>I hereby certify:</b>
<ol style="list-style-type: none"> <li>1. That all statements made in this application and accompanying resume are true and I understand that any misstatements of material facts herein may cause forfeiture of my rights to employment with Burnaby Public Library.</li> <li>2. That I understand appointment to any position is dependent upon:               <ol style="list-style-type: none"> <li>a. Satisfactorily completing a criminal record check</li> <li>b. My ability to pass a medical examination (if required)</li> <li>c. Successful completion of a probationary period</li> </ol> </li> <li>3. That Burnaby Public Library may contact my present/former employers to obtain references.</li> </ol>
_____
Date
_____
Signature