



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

**APPLICATION FOR EMPLOYMENT
 PAGE (SHELVER)
 MCGILL**

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 <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a Social Insurance Number? | Are you a Canadian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <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? There will be a mandatory criminal record check prior to hiring. <input type="checkbox"/> Yes <input type="checkbox"/> No |

| AVAILABILITY TO WORK (Please tick <input checked="" type="checkbox"/> box) | | | | | | | |
|-----------------------------------------------------------------------------------|--------|---------|-----------|----------|--------|---------------|---------------|
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| MORNING | | | | | | | CLOSED |
| AFTERNOON | | | | | | | |
| EVENING | | | | | | CLOSED | CLOSED |

| 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 | | |
| | | |

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

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

| APPLICANT'S DECLARATION (Please read carefully before signing) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I hereby certify: |
| <ol style="list-style-type: none"> 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. 2. That I understand appointment to any position is dependent upon: <ol style="list-style-type: none"> a. Satisfactorily completing a criminal record check b. My ability to pass a medical examination (if required) c. Successful completion of a probationary period 3. That Burnaby Public Library may contact my present/former employers to obtain references. |
| _____ |
| Date |
| _____ |
| Signature |