



EMPLOYMENT APPLICATION

(PLEASE PRINT PLAINLY)

TO APPLICANT: We appreciate your interest in our organization. Thank you for taking the time to complete this application

Date _____

Position(s) applied for _____	Rate of pay expected \$ _____ per week
Would you prefer Full-Time _____ Part-Time _____ Specify days and hours if part-time _____	
Would you prefer Day-Shift _____ Afternoon-Shift _____ Midnight-Shift _____	
Were you previously employed by us? Yes _____ No _____ If yes, when? _____	
If your application is considered favourably, on what date will you be available for work? _____	

PERSONAL

Name _____ Telephone No. _____
Last First Middle

Present Address _____
No. Street City Prov. Postal Code

EMPLOYMENT HISTORY

List below all present and past employment beginning with your most recent

Name and Address of Company and type of business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and type of business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and type of business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the listed above concerning my prior work experience as indicated below.

Employer I? Yes ___ No ___ Employer II? Yes ___ No ___ Employer III? Yes ___ No ___

Signed _____

Have you ever committed a criminal offence for which a pardon has NOT been granted? Yes _____ No _____

Are You Bondable? _____
(Certain positions will require a police records check to be conducted)

Are you bilingual? Yes _____ No _____

EDUCATION

Encircle last year completed					Describe any other training or education relevant to the position for which application is made
High School	1	2	3	4/5	
College	1	2	3	4	
University	1	2	3	4	

May we telephone you to follow up on this application at home? Yes _____ No _____

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes _____ No _____

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts that are outlined above on my application are true and complete. I understand that if I am hired, any false statements on this application shall be deemed to be cause for immediate dismissal.

Signature of Applicant

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

RSVP Communication Services Inc.

31 Nova Scotia Walk, Suite 201, Elliot Lake, ON P5A 1Y9
Tel: (705) 461-7730 • Toll free 1-800-318-1771 • Fax (705) 461-7402 Toll free fax 1-866-461-7402
Website: www.rsvptel.com • e-mail: rsvptel@rsvptel.com

TM: Trademark owned by RSVP Communication Services Inc.