



ST. THOMAS MORE COLLEGE  
UNIVERSITY OF SASKATCHEWAN

## Application for Employment

St. Thomas More College  
Human Resources  
1437 College Drive  
Saskatoon, Saskatchewan  
S7N 0W6

**INSTRUCTIONS:**

**PLEASE COMPLETE IN FULL. ENSURE THAT YOU HAVE READ AND SIGNED THE DECLARATION FOR EMPLOYMENT ON THE LAST PAGE.**

**Position Applying for:**

Job Title: \_\_\_\_\_

Please complete one application form per position.

## PERSONAL DATA

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
No. Street City Postal Code

Permanent Address: \_\_\_\_\_  
(If different from above)

Email Address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

Are you legally entitled to work in Canada? Yes  No

Have you ever been convicted of an offence under the criminal code of Canada for which you have not received a pardon? Yes  No

(A conviction record will not necessarily bar employment. The nature of the offense and its relation to the job applied for will be considered.)

Do you have a disability which will affect your ability to perform any of the functions of the job for which you have applied? Yes  No

If "yes", then what functions can you not perform and what accommodations could be made which would allow you to do the work adequately? \_\_\_\_\_  
\_\_\_\_\_

Are you able to work: shift work \_\_\_\_\_ weekend work \_\_\_\_\_?

Do you have any relatives working at St. Thomas More College? Yes  No

If yes, state name(s) and relationship: \_\_\_\_\_

Have you ever been employed by St. Thomas More College? Yes  No

If yes, indicate:

Dates of Employment: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position/Department: \_\_\_\_\_

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Position/Department: \_\_\_\_\_

## EDUCATION AND TRAINING

	Name & location of Institution	Number of years completed	Field of Study	Grade/Diploma/Degree and year completed
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate/ Professional				
Other Continuing Education				

Professional Qualifications/  
Memberships/Licenses if applicable:

## SPECIALIZED SKILLS

### A. ADMINISTRATIVE/SECRETARIAL/CLERICAL SKILLS:

Word Processing Software: \_\_\_\_\_  
 Spreadsheet Software: \_\_\_\_\_  
 Database Software: \_\_\_\_\_  
 Keyboarding \_\_\_\_\_ wpm  
 Other \_\_\_\_\_ specify

Dictaphone  
 Data Entry  
 Graphics  
 Special Terminology \_\_\_\_\_ specify

### B. COMPUTER SKILLS: IBM Mac VAX/VMS U of S or other library catalogue

Please specify computer systems you have worked with, courses you have taken and your working knowledge of computer software:

\_\_\_\_\_

### C. TECHNICAL SKILLS:

\_\_\_\_\_

### D. TRADES/MAINTENANCE SKILLS:

\_\_\_\_\_

### E. FOOD SERVICES SKILLS:

\_\_\_\_\_

F. LANGUAGE SKILLS: Spoken: \_\_\_\_\_ Written: \_\_\_\_\_

### G. If you are applying for a position requiring a driver's license, please complete the following:

Do you have a valid driver's license? Yes  No  Class: \_\_\_\_\_ Province: \_\_\_\_\_

## PREVIOUS EMPLOYMENT (begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

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Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

### OTHER RELEVANT INFORMATION

Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies or any additional information that you feel should be added to this application.

**RESUME ATTACHED**

### REFERENCES

List three persons, other than relatives or personal friends, who can judge your work ability.

	NAME	COMPANY	POSITION	TELEPHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer for a reference? Yes  No  Previous Employers? Yes  No

If no, please state reasons: \_\_\_\_\_

### Declaration:

It is understood and agreed that St. Thomas More College (STM) may at any time seek verification of the above and further information in considering my suitability for any position, or benefits at STM. I hereby request and authorize anyone approached by STM, its employees and agents to provide them with any and all information requested to the best of their ability. I hereby release STM, its employees and agents, and anyone providing information pursuant to a request from STM to provide information about me, from any and all claims whatsoever which may arise as a result of the release of such information. I understand and agree that any omission, false or misleading statement may disqualify me from employment, or result in dismissal. A photocopy of this authorization shall be as valid as the original.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

*Thank you for taking the time to complete this application and for your interest in employment with St. Thomas More College.*

**St. Thomas More College, the Catholic College federated with the University of Saskatchewan, is committed to the principles of Employment Equity and welcomes applications from all qualified candidates. Women, people of aboriginal descent, members of visible minorities, and people with disabilities are invited to identify themselves as members of these designated groups.**