

**Personal Data**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment / Unit #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Are you 18 years of age (or over) and under age 65?  
 YES  NO

Have you been employed by Canada Computers before?  
 YES  NO If yes, date: \_\_\_\_\_

Are you legally entitled to work in Canada (Canadian Citizen or Permanent Resident)  YES  NO

Available start date: \_\_\_\_\_

**General (Please check all that apply)**

Days available:  
 All  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY

Hours of availability:  
 Full-time hours  Part-time hours  Daytime hours  Afternoons  Evenings  Weekends

Preferred Locations (Please rank from 1 - 17)

Head Office  Ajax  Brampton  Hamilton  Kingston  London  Markham  
 Mississauga  Newmarket  North York  Ottawa Rideau  Ottawa Merivale  Richmond Hill  Scarborough  
 Toronto  Vaughan  Waterloo

Employment Category:  
 Clerical  Supervisory  Managerial  Retail Sales  Technician  Labourer  Customer Service

**Specialized Skills and Experience (Please check all that apply)**

Microsoft Access  Microsoft Excel  Microsoft Outlook  Microsoft Project  Microsoft Word  
 Accounting  AP and / or AR  Budgeting  Quickbook / Simply  Payroll  
 Adobe Illustrator  Adobe Dreamweaver  Adobe Flash  Adobe After Effects  Adobe InDesign  
 Adobe Photoshop  Adobe Acrobat Pro  Database Management  Point of Sales System  Web Design  
 Programming  Networking  e-Commerce  PC Trouble Shooting  System Building  
 Retail / Cash Handling

**Educational Background**

Level	Name	Program / Courses	Length of time	Diploma / Degree Awarded
High School			MM/DD/YYYY to MM/DD/YYYY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In Progress
College			MM/DD/YYYY to MM/DD/YYYY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In Progress
University			MM/DD/YYYY to MM/DD/YYYY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In Progress

Additional Training or Courses:

**Languages**

Do you know this language? (1 = Not at all, 2 = Somewhat, 3= Fluent)

English  Spoken  Written  
 French  Spoken  Written  
 Mandarin  Spoken  Written  
 Cantonese  Spoken  Written

Others:

**Employment History (Most recent)**

Company Name:  Address:  Business Type:  Position Held:  From: MM/YYYY                      To: MM/YYYY  Reason for Leaving:	Duties / Responsibilities:
Company Name:  Address:  Business Type:  Position Held:  From: MM/YYYY                      To: MM/YYYY  Reason for Leaving:	Duties / Responsibilities:
Company Name:  Address:  Business Type:  Position Held:  From: MM/YYYY                      To: MM/YYYY  Reason for Leaving:	Duties / Responsibilities:

<b>Position</b>  Type of position applying for:  Job Posting N.O.:  References (Please provide two ):	<b>General</b>  Have you ever been convicted of any criminal offense other than minor traffic violation? <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, please explain:     <small>A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed and rehabilitation will be taken into account.</small>
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**Applicant Agreement**

I certify that the statements made by me in this application and in my resume are true, and understand that any false or misleading information given by me on this form(s) may be sufficient cause for rejection of my application or dismissal after employment.

Applicant's Signature:	Date:
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