

Personal Data

Surname: _____ Legal 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)?
 YES NO

Are you legally entitled to work in Canada?
 YES NO

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

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 _____

Salary Expectations: _____

Preferred Locations
 Please list top three preferred locations:
 1. _____
 2. _____
 3. _____

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

Specialized Skills and Experience (Please check all that apply)

<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Microsoft Project	<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Accounting	<input type="checkbox"/> AP and / or AR	<input type="checkbox"/> Budgeting	<input type="checkbox"/> Quickbook / Simply	<input type="checkbox"/> Payroll
<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> Adobe Dreamweaver	<input type="checkbox"/> Adobe Flash	<input type="checkbox"/> Adobe After Effects	<input type="checkbox"/> Adobe InDesign
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Adobe Acrobat Pro	<input type="checkbox"/> Database Management	<input type="checkbox"/> Point of Sales System	<input type="checkbox"/> Web Design
<input type="checkbox"/> Programing	<input type="checkbox"/> Networking	<input type="checkbox"/> e-Commerce	<input type="checkbox"/> PC Trouble Shooting	<input type="checkbox"/> System Building
<input type="checkbox"/> 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

Other - Please specify

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:

Position Type of position applying for: Do you have any relatives or close friends currently working at Canada Computers? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, Please specify References (Please provide two):	General Have you ever been convicted of any criminal offense for which you have not received a pardon? <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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