



EXTERNAL APPLICATION FOR EMPLOYMENT

Please attach your résumé

Competition Number, if applicable: Title of Position Applied for: Please check the type of position for which you are applying: (a) Permanent Full Time Part Time (b) Temporary (c) No preferences How did you learn about this opportunity?

I. Personal Information

First Name: Middle Name: Last Name:

Street: City: Province: Postal Code: Phone Number: Alternate Phone Number: Email Address:

Are you legally entitled to work in Canada? Yes No Available Start Date: You are legally entitled if you are a Canadian citizen, permanent resident/landed immigrant or hold a Work Permit. Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes No Are you related to a current Brampton Library employee? Yes No If yes, related how? Please specify.

Have you ever been employed by the Brampton Library? Yes No If yes, Service Unit: Dates: From: To:

Have you ever volunteered at Brampton Library (includes Field placements)? Yes No If yes, Service Unit: Dates: From: To:

## II. *Employment History*

<b>1. Present or Most Recent Employer</b>	
Employer Name:	Reason for Leaving:
Type of Business:	Position Held:
Period Employed: From: _____ To: _____	
Address:	Phone Number:
Salary:	Previous Supervisor:
Describe main duties and responsibilities:	

<b>2. Previous Employer</b>	
Employer Name:	Reason for Leaving:
Type of Business:	Position Held:
Period Employed: From: _____ To: _____	
Address:	Phone Number:
Salary:	Previous Supervisor:
Describe main duties and responsibilities:	

## III. *Education*

Level of Education	Degree/Diploma In Progress	Degree/Diploma Completed	Area of Specialization	# of Years Successfully Completed
Secondary				
Post-Secondary				
Post-Graduate				
Other ( <i>Night School, Correspondence, Trade School, Vocational, etc.</i> )				

## IV. *Other Relevant Practical Skills Not Mentioned Previously*

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*A proficiency test may be required.*

## V. Conditions of Employment

- I understand that if the position I am offered falls within a bargaining unit, membership is compulsory and union dues will be deducted. If employed, I agree to comply with the terms and conditions of employment as outlined in the appropriate collective agreement and/or the Human Resources policies and employment practices of the Brampton Library.
- I understand that I will be required to show proof of the validity of my driver's license and/or professional licenses, when such certification constitutes a job requirement.
- I understand that the Brampton Library is a smoke-free workplace.
- I understand that the operating hours of the Brampton Library system vary and may include Saturday, Sunday, evening and standby scheduling, depending upon location and position.
- I agree to provide information identifying present and/or past employers to be approached for references. I understand that such references will be sought only after being short-listed. I authorize the Brampton Library to make such inquiries as deemed appropriate to the position for which I am applying.
- I understand that the Brampton Library will request and only employ individuals who provide a current, satisfactory criminal records check.
- I understand misrepresentation made on this application, or on other documentation and/or tests related to employment will be sufficient cause for cancellation of my application and, if employed, for dismissal from the Brampton Library.

Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4. This Information will be used for fundraising and in the management of Library Services.

*Questions about this collection should be directed to the Chief Executive Officer, Brampton Library, 65 Queen Street East, Brampton ON L6W 3L6, Tel. 905-793-4636, ext. 74311*

Are you attaching additional information?

Yes

No

*Applicant's Signature:*

\_\_\_\_\_

*Date of Application*

*Day*

*Month*

*Year*

*To apply for a position at the Brampton Library, please use one of the following:*

- *Fax:* (905) 453-0810
- *Email to:* careers@bramlib.on.ca
- *Mail to:* Human Resources  
Brampton Library  
65 Queen Street East  
Brampton ON L6W 3L6

**NOTE: RECEIPT OF APPLICATIONS WILL NOT BE ACKNOWLEDGED.**

ADM #18 06/08