

# EMPLOYMENT APPLICATION

P 200 (R2009-01)

For use by those NOT currently employed by The City of Calgary.

ISC: Confidential

To apply online visit our web site at [calgary.ca/careers](http://calgary.ca/careers).

**CONFIDENTIAL WHEN COMPLETED**

Are you legally entitled to work in Canada?

Yes  No

**TO BE COMPLETED BY APPLICANT**

REFERENCE NUMBER YOU ARE APPLYING FOR
POSITION TITLE OF JOB YOU ARE APPLYING FOR



Applications without a reference number are not considered.

Complete one application form for EACH job posting.

Please indicate your current employment status in Canada by selecting ONE of the following choices:

- Canadian Citizen or permanent resident
- Currently employed on a Work Permit
- NAFTA professional
- International Student
- Non-Canadian, no Work Permit

**PERSONAL DATA (PLEASE PRINT)**

LAST NAME		GIVEN NAME(S)			
HOME PHONE NUMBER ( )	ALTERNATE PHONE NUMBER ( )	COMPLETE ADDRESS			
CITY	PROVINCE	POSTAL CODE	E-MAIL ADDRESS (IF AVAILABLE)		
WERE YOU PREVIOUSLY EMPLOYED WITH THE CITY? <input type="checkbox"/> No <input type="checkbox"/> Yes	IF YES, NAME USED	POSITION HELD	DEPARTMENT	EMPLOYEE ID	

**EDUCATION AND TRAINING (PROOF OF EDUCATION MAY BE REQUIRED PRIOR TO JOB OFFER)**

	CERTIFICATE / DIPLOMA / DEGREE RECEIVED?	NAME OF CERTIFICATE / DIPLOMA / DEGREE RECEIVED	NAME AND LOCATION OF INSTITUTE
TRADE TICKET, CERTIFICATE PROGRAM	<input type="checkbox"/> Yes <input type="checkbox"/> No		
HIGH SCHOOL	<input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE, BUSINESS SCHOOL OR TECHNICAL COLLEGE	<input type="checkbox"/> Yes <input type="checkbox"/> No		
UNIVERSITY	<input type="checkbox"/> Yes <input type="checkbox"/> No		
OTHER			

IF ANY EDUCATIONAL CERTIFICATION IS FROM OUTSIDE CANADA, HAS IT BEEN ASSESSED FOR EQUIVALENCY?  
 No  Yes - Specify which organization:

ADDITIONAL RELATED LEARNING INCLUDING IN-SERVICE TRAINING, CORRESPONDENCE AND EXTENSION COURSES (ATTACH AN ADDITIONAL SHEET IF FURTHER SPACE IS REQUIRED).

MEMBERSHIP IN PROFESSIONAL OR TECHNICAL ASSOCIATION (YOU ARE NOT REQUIRED TO LIST THOSE OF A RELIGIOUS, ETHNIC OR POLITICAL NATURE).

**COMPUTER SOFTWARE / WORD PROCESSING**

COMPUTER SOFTWARE USED	VERSION	LENGTH OF TIME USED	COMPUTER SOFTWARE USED	VERSION	LENGTH OF TIME USED

TYPING SPEED \_\_\_\_\_ WPM      OTHER OFFICE SKILLS \_\_\_\_\_

**LABOURER, TRUCK DRIVER, EQUIPMENT OPERATOR AND TRADES APPLICANTS**

DO YOU HAVE A TRADE CERTIFICATE? <input type="checkbox"/> No <input type="checkbox"/> Yes - Trade:		APPRENTICE YEAR COMPLETED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		TRADE LICENSE NUMBER	PROVINCE	INTERPROVINCIAL LICENSE <input type="checkbox"/> No <input type="checkbox"/> Yes	
TYPE AND SIZE OF TRUCK, CONSTRUCTION OR MAINTENANCE EQUIPMENT OPERATED		YEARS OF EXPERIENCE	DATE LAST USED	TYPE AND SIZE OF TRUCK, CONSTRUCTION OR MAINTENANCE EQUIPMENT OPERATED		YEARS OF EXPERIENCE	DATE LAST USED
DO YOU HAVE A VALID DRIVER'S LICENCE? <input type="checkbox"/> No <input type="checkbox"/> Yes		CLASS		PROVINCE		NUMBER OF DEMERITS	

**EMPLOYMENT HISTORY (INCLUDE RELATED VOLUNTEER EXPERIENCE)**

<b>MOST RECENT</b>	EMPLOYER	SUPERVISOR'S NAME
DATE STARTED YYYY MM	DATE LEFT YYYY MM	POSITION
		AVERAGE WEEKLY HOURS
RESPONSIBILITIES		
<b>2nd TO LAST</b>	EMPLOYER	SUPERVISOR'S NAME
DATE STARTED YYYY MM	DATE LEFT YYYY MM	POSITION
		AVERAGE WEEKLY HOURS
RESPONSIBILITIES		
<b>3rd TO LAST</b>	EMPLOYER	SUPERVISOR'S NAME
DATE STARTED YYYY MM	DATE LEFT YYYY MM	POSITION
		AVERAGE WEEKLY HOURS
RESPONSIBILITIES		

**ADDITIONAL INFORMATION RELATED TO THIS POSITION THAT YOU WOULD LIKE TO BRING TO OUR ATTENTION**

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Submit this application in one of the following ways:

**MAIL TO:** The City of Calgary  
Human Resources #8107  
Box 2100 Station M  
Calgary, AB T2P 2M5

**DROP OFF AT:** Employment Kiosk  
Calgary Municipal Building, Main Floor  
800 Macleod Trail S.E.

(Note: Staple all information together and submit without an envelope.)

Hours of operation: Open 6 a.m. - 6 p.m., M-F

**(NOTE: Ensure sufficient time for delivery before competition closing date, for your application to be considered.)**

- Please attach a resume or any further information regarding skills and abilities that are related to the position for which you are applying.
- A minimum of two references must be provided at the time of an interview.
- Proof of qualifications may be required at time of interview.
- Only those applicants being considered for an interview will be contacted.
- All applicants are thanked for their interest.

This information is collected under section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of hiring for the specified competition number. Inquiries about FOIP in relation to this form should be directed to the Human Resources FOIP Coordinator, Human Resources, The City of Calgary, Box 2100 Station M, Calgary AB T2P 2M5 or call 403-268-5800.

**APPLICANT'S DECLARATION**

I certify that all statements in this application are true. I agree and understand that any misstatement of material facts in this application will cause loss of all right to employment with The City of Calgary.

SIGNATURE	DATE YYYY MM DD