



Date: _____

First Name:		Last Name:	
Address:			
Phone:	Alternate Phone:	Skills to Note:	
Email:			

PLEASE CIRCLE ALL THAT APPLY			
Temporary Only / Permanent Only / Temp and Perm / Temp to Perm			
Accounting / Admin / Bookkeeping / Customer Service / Data Entry / Reception / Sales / Other			

Are you legally entitled to work in Canada? Yes No
 Do you have a Criminal Record, for which you have not received a pardon? Yes No
 Would you give Okanagan Staffing Services permission to conduct a Criminal Record Check, should it be requested by our client? Yes No

Please circle days you are available to work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How much notice do you require? _____ Start Date: _____

Mode of Transportation: Car Bus Other City Preferred: _____

Type of work/industry you prefer: _____

Minimum hourly/annual rate: _____

Please indicate skills and experience:

Software:	Typing:	Switchboard:
_____ Access	_____ Correspondence	_____ Fax
_____ AccPac	_____ Data Entry	_____ Heavy # of Lines
_____ Excel: Basic	_____ Dictaphone	_____ Light # of Lines
_____ Excel: Intermediate	_____ Legal	_____ Voice Mail
_____ Excel: Advanced	_____ Medical	
_____ Maximizer	_____ Minute Taking	Financial:
_____ Outlook	_____ Typing Speed (WPM)	_____ A/P
_____ Power Point		_____ A/R
_____ Publisher	Languages:	_____ Back-up/Recovery
_____ Quickbooks	Read:	_____ Bank Rec's
_____ Simply Accounting	Speak:	_____ Collections
_____ Word: Basic	Write:	_____ Deposits (daily / month end)
_____ Word: Intermediate		_____ Financial Statements
_____ Word: Advanced		_____ Payroll
Other :		_____ Tax Returns
		_____ Trial Balance



If references are not included with your resume, please provide three (3) in the space below.

	Supervisor Name & Title	Email / Phone #	Company Name
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

IMPORTANT: READ CAREFULLY

- 1) I declare that the information provided by myself on this application as well as my resume regarding my personal and prior employment information is true and free of any false statements. I agree that any false statements are grounds for dismissal if I am offered employment.
- 2) I give permission for Okanagan Staffing Services Inc. to verify my employment references.
- 3) I understand that if offered *temporary* employment through Okanagan Staffing Services Inc., I will be working for and paid by Okanagan Staffing Services Inc., and promise to comply with the instruction stated below. The only deductions from my salary will be those required by law to be deducted by employers.
- 4) Payroll Policy: Okanagan Staffing Services Inc. has a weekly payroll system. It is solely the responsibility of the employee to submit a signed time sheet by 9am the Monday morning following the week worked. If a signed time sheet is not received by 9am Monday morning there will be no pay cheque prepared for pick up the following Friday. By signing this you understand our policy, and take full responsibility to ensure Okanagan Staffing Services Inc. will receive the proper documentation required to produce your pay cheque.

Applicant Signature Date

OSS Signature Date