

CASUAL APPLICATION FORM

COLLEGE OF NEW CALEDONIA
3330 – 22ND Avenue, Prince George, BC, V2N 1P8
HR Phone: (250) 561-5828 HR Fax: (250) 561-5864

Name:
(First)

(Middle)

(Last)

Address:

Daytime: Telephone Number:

Message Number:

Position/Area Desired:

Alternate Position/Area Desired:

If secretarial, how would you rate your abilities? Executive level Senior level Mid Level Junior level

Date Available:

Have you previously worked for CNC:

Yes No

If yes, list dept. date & supervisor:

Will you work evening shifts?

Yes No

Will you work weekends?

Yes No

Are you available on short notice?

Yes No

What daytime hours are you available? 8am to 4pm Yes No **OR**

From ____am To ____pm

LIST ANY SKILLS YOU HAVE ACQUIRED

EXAMPLE: MOBILE EQUIPMENT YOU CAN OPERATE COMPETENTLY, VALID CERTIFICATES OBTAINED, SUPERVISORY AND/OR TEACHING EXPERIENCE

OFFICE EQUIPMENT USED:

Typing/wpm: _____ (a typing test may be administered to verify speed and accuracy)

List current spreadsheet, computer database and word processing skills:

SECONDARY LEVEL EDUCATION

DATES ATTENDED
FROM TO (Mth/Yr)

HIGHEST GRADE
COMPLETED

NAME OF SCHOOL
& LOCATION

HIGHSCHOOL

OTHER

POST SECONDARY LEVEL EDUCATION

EDUCATIONAL INSTITUTIONS ATTENDED STARTING WITH POST SECONDARY LEVEL TO (Trade, Business, Apprenticeship, etc.)	FACULTY OR DEPT. SPECIALIZATION AREA	DIPLOMA DEGREE OBTAINED	DATES FROM (Mth/Yr)
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1.

2.

3.

WORK HISTORY

FROM (Mth /Yr)	TO SUPERVISOR & TELEPHONE NUMBER	NAME OF COMPANY & LOCATION (BEGIN WITH MOST RECENT EMPLOYMENT)	POSITION AND DUTIES	REASON FOR LEAVING
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THREE PRIOR WORK REFERENCES (DO NOT LIST RELATIVES)

	NAME:	ADDRESS & TELEPHONE NUMBER:	OCCUPATION:
1.			
2.			
3.			

IT IS AGREED THAT PREVIOUS EMPLOYERS MAY BE CONTACTED UNLESS SPECIFICALLY NOTED TO THE CONTRARY ON THIS FORM. IT IS UNDERSTOOD THAT ANY FUTURE RELATIONSHIP BETWEEN THE COMPANY AND THE UNDERSIGNED IS DEPENDENT UPON THE TRUTH OF THE STATEMENTS CONTAINED IN THIS APPLICATION.

SIGNATURE

DATE