

APPLICATION FOR EMPLOYMENT



55 Hedge Road, R.R. #1, Jackson's Point, Ontario L0E 1L0

FOR OFFICE USE ONLY

PLEASE INCLUDE A RESUME IF POSSIBLE

Application Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_  
 Surname First Name Initial

Present Address: \_\_\_\_\_ ( ) \_\_\_\_\_  
 No. Street City/Town P.O Box Postal Code Telephone

Permanent Address: \_\_\_\_\_ ( ) \_\_\_\_\_  
 No. Street City/Town P.O. Box Postal Code Telephone

E-mail Address: \_\_\_\_\_

GENERAL AREAS OF INTEREST: (Please tick applicable areas)

DINING ROOM _____	KITCHEN _____	HOUSEKEEPING _____	RECREATION _____
NIGHT SECURITY/NIGHT CLEANER(11pm-7:30am)____	OFFICE _____	MAINTENANCE _____ GROUNDS KEEPER _____	OTHER: _____

Specific Position(s) Applied For: \_\_\_\_\_

Expected Wages: \_\_\_\_\_

AVAILABILITY: From: (Approx. Date) \_\_\_\_\_ Until: (Approx. Date) \_\_\_\_\_

Dates and times NOT AVAILABLE to work \_\_\_\_\_

Please tick appropriate periods available for work

FULL TIME _____	PART TIME _____	SHIFTS _____	SPLIT SHIFTS _____
WEEKENDS; _____ SAT.ONLY _____ SUN.ONLY _____	EVENINGS _____	DAYS _____	STAT HOLIDAY _____

How did you hear about The Briars?: \_\_\_\_\_

Do you have any friends/relatives employed now or in the past by this company? \_\_\_\_\_

Name? \_\_\_\_\_ Have you applied before? \_\_\_\_\_ When? \_\_\_\_\_

GENERAL INFORMATION:

Please answer all questions yes or no.

- Are you: 18 years of age or over [ ] ; 15-17 years of age [ ] ; Other [ ] please enter birth date \_\_\_\_\_  
 If under 18 years Day/Month/Year
- Are you a student? Yes [ ] No [ ]
- Do you require live-in accommodations? Yes [ ] No [ ]  
 If No, How will you be getting to work? [ ] walk [ ] car [ ] bus [ ] Other \_\_\_\_\_
- Do you have a valid Driver's License? Yes [ ] Type \_\_\_\_\_ No [ ]
- Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes [ ] No [ ]
- All employees are required to be bonded. Can you be bonded? Yes [ ] No [ ]
- Are you legally eligible to work in Canada? Yes [ ] No [ ] *Please turn over ...*

**EDUCATION AND TRAINING:**

Circle full year last completed	Graduated Yes or No	Course of Study and Major	Certificate/Diploma/Degree
High School 9, 10, 11, 12, 13			
Community College 1, 2, 3, 4			
University 1, 2, 3, 4, 5			
Other			
Do you have trade papers? Yes [ ] No [ ] Specify :	Date Apprenticeship Completed _____ Location _____	Languages Speak Write Understand English [ ] [ ] [ ] Other (specify) _____ [ ] [ ] [ ]	

Describe other courses, workshops, seminars, work related skills or experience that may be related to the position applied for (example, computers, WHMIS, Smart Serve) \_\_\_\_\_

Honours/Awards/Accomplishments: \_\_\_\_\_

Types of equipment with which you are proficient \_\_\_\_\_

**PERSONAL INTERESTS AND ACTIVITIES:** \_\_\_\_\_

**EMPLOYMENT HISTORY:** *Even if you have a resume this information is requested.*

Name of Present/Last Employer	Position:
Address , Province, Phone (if known)	Period of Employment: From: Month Year To: Month Year
Type of Business	Name of Supervisor/Manager:
Responsibilities/Duties:	
Reason for leaving:	Present/Last Salary:
Name of Present/Last Employer	Position:
Address, Province, Phone (if known)	Period of Employment: From: Month Year To: Month Year
Type of Business:	Name of Supervisor/Manager:
Responsibilities/Duties:	
Reason for leaving	Present/Last Salary:
Name of Present/Last Employer	Position:
Address, Province, Phone (if known)	Period of Employment: From: Month Year To: Month Year
Type of Business:	Name of Supervisor/Manager:
Responsibilities/Duties:	
Reason for leaving:	Present/Last Salary:

**REFERENCES:**

If you are currently employed may we contact your present employer? Yes [ ] No [ ]

If you are not employed may we contact your former employers? Yes [ ] No [ ]

If No, please add explanation if you feel it would be helpful. \_\_\_\_\_

List Character References (not relatives or former employers nor references that indicate religious or ethnic origin):

NAME	ADDRESS	TELEPHONE #	OCCUPATION	HOW DO THEY KNOW YOU

**WE MAY NEED TO CONTACT YOU.** Please indicate if you would prefer to be contacted by phone [ ] or email [ ]

What is the best time to phone you? \_\_\_\_\_

Would you attend a personal interview at The Briars? \_\_\_\_\_

**Any other information you may wish to add:**

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I hereby permit The Briars to collect the information requested on the application with the understanding it will be kept confidential and used only to determine employment suitability. I also declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

*If out of town* - please see below for mail, fax or email address.

*If nearby* please hand in completed application to Front Desk staff who will forward it to our Personnel Department.

***Thank you for your application. The Briars will contact you if an appropriate position is available.*** Applications are usually held for several months for future reference.

**THE BRIARS RESORT, SPA AND CONFERENCE CENTRE**  
55 Hedge Road, R.R. #1, Jackson's Point, Ontario L0E 1L0  
Fax: 905-722-9698, E-mail: bsibbald@briars.ca

[www.briars.ca](http://www.briars.ca)