

Employment Application Form

To apply online **visit our website:** www.edmonton.ca/careers

Applications **without a requisition number will not be considered.** Complete one (1) application form for each job posting. There are 4 pages to this form, please ensure to submit all pages.

Job Title: _____ Job Requisition #: _____

Section A: Eligibility to work in Canada

Please indicate your eligibility to work in Canada:

- Permanent eligibility (i.e. Canadian Citizen, Permanent Resident)
- Current valid work permit
- Eligible to apply for a work permit
- Not eligible to work in Canada

Section B: Personal Data (Please Print)

Last Name: _____ First Name: _____ Initial: _____

Home Phone #: _____ Alternate Phone #: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

	Yes	No
Were you previously employed with the City?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed with the City?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what was/is your payroll number?	_____	
Which department did/are you work/ing in?	_____	

Section C: Education and Training

	Completed		Name of the Program	Name of Location	Year of Completion
High School or GED	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Professional/Technical Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
College Diploma	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Bachelor's Degree	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Post Secondary Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Journeyman Trades Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Other (please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

If your education is from outside Canada, has it been assessed for equivalency? Yes No

Please list any professional designations: _____

Section C: Education and Training - continued

Additional Related Learning i.e. courses, in service training, etc.:

Name of Trade	Apprentice Year Completed				Year completed	License Number	Province
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4			

Computer Software Used	Version	Length of time used

Section D: Other Skills - I have experience in operating the following equipment (please check all that apply)

- | | | | |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Backhoe | <input type="checkbox"/> Tractor | <input type="checkbox"/> Power Tools |
| <input type="checkbox"/> Loader | <input type="checkbox"/> Grader | <input type="checkbox"/> Lawn Mowing Equipment | <input type="checkbox"/> Hand Tools |
| <input type="checkbox"/> Bobcat | <input type="checkbox"/> Chainsaw | <input type="checkbox"/> Ditchwitch | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Cranes | <input type="checkbox"/> Power Rodders | <input type="checkbox"/> Steam Jennies | |

Do you have a valid driver's license? Yes No Class of license: _____ Province: _____ Demerits: _____
 Do you possess a City of Edmonton Driving permit? Yes No Permit #: _____

Section E: Employment History:

Include Volunteer Experience. If you require more space, please attach additional pages.

Employer:	Date of Employment From ____/__/__ to ____/__/__	Position Held:
Duties and achievements:		

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Section E: Employment History - continued

Employer:	Date of Employment From ____ / ____ to ____ / ____	Position Held:
Duties and achievements:		

Additional Information:

List any information relevant to this position that you would like to bring to our attention

Where did you hear about this position?

Submit this application by the closing date
(12 a.m. on the date listed) to:

The Employment Centre
Main Floor, City Hall, #1 Sir Winston Churchill Square
Edmonton, AB T5J 2R7
or
www.edmonton.ca/careers
or
Fax: 780-496-8063

Please ensure to ensure the Acknowledgement Statement (page 4)

Acknowledgement Statement

Your personal information is being collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information you provide to the City of Edmonton on this application will be used to assess your qualifications and suitability as a potential employee. The City of Edmonton may also collect and use additional personal information provided by you or your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file, and may be used in the administration and management of the City of Edmonton's Human Resource Programs. The City of Edmonton complies to FOIP Act and its related regulations which govern the collection, use, retention and storage of records in Alberta.

The City of Edmonton's online recruitment system is hosted by "Taleo", a U.S. company with locations in the United States, Canada, and Europe. Information about Taleo is available at www.taleo.com. Taleo stores the information you provide to the City's online recruitment system on its server in Amsterdam, The Netherlands. The information will be protected with appropriate security safeguards, but may be subject to foreign law. If you have questions or concerns with respect to the collection, storage, use or retention of the information you provide to the City's electronic recruitment system, please contact the Employment Assistant at 780-7967872 or 780-496-7831, mail employment@edmonton.ca or mail Employment Opportunities, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, Alberta, Canada T5J 2R7.

I understand that the City of Edmonton is collecting and using my personal information for the purposes identified above.

I certify the information I provide in this application is correct and true to the best of my knowledge. I have listed all previously and currently held positions where the experience gained relates to the position that I am applying for. I understand that a confirmed misrepresentation may disqualify me from employment and/or result in dismissal at any point during my employment.

Signature: _____

Date: _____

Thank you for your interest in the City of Edmonton!
Only candidates selected for interviews will be contacted.

