



401 Festival Lane
 Sherwood Park, AB
 T8A 5P7
 Tel.: (780) 410-8600
 Fax: (780) 467-6861
<http://www.sclibrary.ab.ca/>

APPLICATION FOR EMPLOYMENT

(Applications will be kept on file for three months)

PERSONAL INFORMATION

Last Name _____ First Name _____

Address _____ City _____

Province _____ Postal Code _____ E-mail _____

Telephone (Home) _____ (Cell) _____

Are you 18 years of age or over? YES NO

Are you legally entitled to work in Canada? YES NO

Availability to work: Full Time Part Time Weekends

Daytime Evenings Anytime

Are you applying for a specific position? YES NO

If yes, which position? _____

If appointed, what date are you available to start this position? _____

EDUCATION

Please indicate what levels of education you have completed and are currently enrolled in.

Institution	Name	Program/Grade Level	Certificate/Diploma/Degree	Currently Enrolled	Completed
High School					
Post Secondary					
Other					

Are you familiar with the Dewey Decimal system? YES NO

Have you ever applied with the Library before? YES NO

OTHER SKILLS AND INTERESTS (Please list any training, skills, volunteer work, hobbies which you feel might add to your qualifications for this position.)

WORK OR VOLUNTEER EXPERIENCE (Begin with most recent position)

Employer:	Position and Duties
May we contact this Employer?	
Address:	
Telephone:	
Supervisor:	
Dates of Employment:	
Reason for leaving:	

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REFERENCES

Provide the names of two persons who are familiar with your work.(e.g. Teacher, Previous Supervisor)

Name and Relationship	Contact Information	Years Known

DECLARATION I certify that the statements made by me are true and complete. I understand and agree that a false statement may disqualify me from employment or result in dismissal.

Signature _____ **Date** _____