



APPLICATION FOR EMPLOYMENT

Please read this information before completing your application form-

- Please complete this application form in full and with as much detail as possible, making specific reference to the Position Description for the job for which you are applying.
- Please remember that all recruitment and selection is undertaken using a scoring method and we do not make any assumptions but only use information provided to us by you and selection is based upon skills, knowledge and experience.
- Only those selected for interview will be contacted.
- Your application should be accompanied by a cover letter, which outlines skills and experience appropriate to this position and you may submit a resume **only** if you think it appropriate.
- Only applications accompanied by an official application form will be considered.
- We prefer applications to be submitted by email to: info@jogginsfossilcliffs.net
Or returned by mail to:
Joggins Fossil Institute, 100 Main Street, Joggins, Nova Scotia, Canada, B0L1A0
Or emailed to: info@jogginsfossilcliffs.net
- Applications received after the closing date will **not** be considered

PERSONAL INFORMATION:

Name: _____

Phone Number: _____ Cell: _____

Address: _____

_____ Postal Code: _____

Email Address: _____

Please confirm that you are legally permitted to work in Canada? Yes Resident Status: _____

Languages you are fluent in: English French Other: _____

POSITION APPLYING FOR:

Title of position for which you are applying: _____

Level (If appropriate): _____

AVAILABILITY:

If hired, on what date will you be available to start/finish work? _____

Are you able to work evenings and weekends? Yes No

Have you worked for the Joggins Fossil Institute before? Yes No

If yes, please give dates and position: _____

Do you have a valid driver's license? Yes No Do you have a means of transportation? Yes No

(Please note that the Joggins Fossil Cliffs are not served by a public transportation network)

Do you agree to undertake the following checks if your application for employment is successful:

Criminal Record Check Yes No Child Abuse Registry Check Yes No

Do you have the following certification?

First Aid: Yes No Level: _____ WHMIS: Yes No

DECLARATION OF STUDENT STATUS:

To enable the Joggins Fossil Institute to apply for funds, please indicate the following:

Are you currently a student? Yes No At which school? _____

Please only tick here if you will be attending classes on a 'full-time basis in the fall? Yes

Please state which program you will be attending: _____ Year _____

Please tick the following:

I declare that this information is true and I shall inform the Institute if my student status changes during my employment

EMPLOYMENT REFERENCES

*Please provide **three** referees, which we have your permission to contact. These should be a mixture of personal and professional*

	Name	Orgainsation/Address	Relationship to you	Phone & email
1.				
2.				
3.				

EDUCATIONAL BACKGROUND

Establishment	Name & Address	Years Attended	Year Graduated	Courses Taken
High School				
University/College				
Business or Trade				

EMPLOYMENT HISTORY

Name & Address of Company	Dates From To	Position	Responsibilities	Reason for Leaving

RELEVANT TRAINING REQUIRED

Required Training	Date Taken	Expiry	Level (if applicable)
CPR/First Aid			
WHMIS			

Signed: _____ Date of Application: _____

*The Joggins Fossil Institute is an equal opportunities employer and will review all applications on a fair basis regardless of age, race, ability (though some positions do require certain physical abilities) and gender.
Large Print versions of this application form are available by calling 902-251-2727*

FOR INTERNAL USE ONLY

DATE APPLICATION RECEIVED: _____ FORWARDED TO: _____

SHORTLISTED: Yes No DATE OF INTERVIEW: _____ POSITION OFFERED: YES NO