



## Employment Application Form

### Personal Information

Name: (please print) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you legally entitled to work in Canada?  Yes  No

### Work History

List your employers beginning with the most recent.

---

#### Most Recent Position

Start/End date

Duties

Company/Organization Name/Address

Reason for Leaving

---

#### Previous Position

Start/End date

Duties

Company/Organization Name/Address

Reason for Leaving

### Education

Highest Level of Education completed \_\_\_\_\_

School Name and Location \_\_\_\_\_

List any applicable training and the expiry date. (Eg WHMIS, CPR, Food Safety etc.)

_____	_____
_____	_____
_____	_____
_____	_____



**Other**

Do you have any relatives/friends employed by the Willow Creek Foundation?  Yes  No

If YES, what are their names and relationships to you?

---

**Position Applied for & Availability**

You can choose more than one box in each section.

Positions applied for:

Health Care Aide     Kitchen     Housekeeping

I am interested in:

Full-time     Part Time     Casual

**Please check all shifts that you would be available to work:**

Health Care Aide:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
7 am – 3 pm							
3 pm – 11 pm							
11 pm – 7 am							

Housekeeping:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8 am – 4 pm							
4 pm – 11:30 pm							
11:30 pm – 7:30 am							

Kitchen:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
7:30am – 3:30 pm							
10:30am – 6:30pm							

I certify that the information I am providing is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMPORTANT NOTE FOR APPLICANTS**

All successful applicants must undergo a criminal records check.

The personal information requested on this form is collected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act.

Please email this application form along with a cover letter and references to [cao@wcfound.com](mailto:cao@wcfound.com) or mail to CAO Willow Creek Foundation Box 790 Fort Macleod, AB T0L 0Z0