



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

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

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

Work History

List your employers beginning with the most recent.

Most Recent 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.)

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.



Position Applied for & Availability

You can choose more than one box in each section.

Positions applied for:

- Health Care Aide
 Kitchen
 Housekeeping
 Greeter/Sanitizer

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 – 2 pm							
8 am – 4 pm							
4 pm – 11:00 pm							
11:00 pm – 7:00 am							

Greeter/Sanitizer:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8 am – 2/4pm							
2/4 pm – 8 pm							

Kitchen:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
7:00am – 3:00 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

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