

Application for Employment

Best West Pet Foods

Name _____ Date _____
Last First Middle

Address _____
Street City Province Postal Code

Phone # () Other # () E-mail _____

Referred by (If applicable) _____

Position(s) applied for _____ Date available _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Salary desired _____ If currently employed, may we contact your employer? Yes No

Are you legally eligible for employment in this country? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

Are you available to work overtime if required? Yes No

Have you applied with this company before? Yes No

Have you been employed at this company before? Yes No

If yes, when? _____ and at what location? _____

Do you have any friends or family employed at this location? Yes No

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain _____

NOTE: CONVICTION WILL NOT NECESSARILY BE A DISQUALIFICATION FOR EMPLOYMENT.

EDUCATIONAL BACKGROUND...

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, PROVINCE	GRADUATED?	DEGREE(S)/DIPLOMA(S) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	



EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	per	
MAY WE CONTACT FOR REFERENCE?		HOURLY RATE/SALARY		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		FINAL		
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	per	
MAY WE CONTACT FOR REFERENCE?		HOURLY RATE/SALARY		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		FINAL		
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IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	per	
MAY WE CONTACT FOR REFERENCE?		HOURLY RATE/SALARY		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		FINAL		
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EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	per	
MAY WE CONTACT FOR REFERENCE?		HOURLY RATE/SALARY		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		FINAL		

Add additional sheets, if required...



COMMENTS (Including an explanation of any gaps in employment)...

PLEASE COMPLETELY ANSWER ALL OF THE FOLLOWING QUESTIONS...

What was the best job you've ever had? Why did you like it so much?

What was your least favorite job? What did you **not** like about it?

Who was the best supervisor or manager you've had? What characteristics made that person a good manager?

Think of the **worst** supervisor or manager you've had. What characteristics made that person a **poor** manager?

What are your greatest strengths? _____

As your skills and abilities relate to your work experiences, what are the areas for improvement?

What traits or characteristics do you most admire in co-workers? _____

What traits or characteristics do you most **dislike** in co-workers? _____

If you won five million dollars and could do anything you wanted for work, what would it be? _____

What was the funniest thing that ever happened to you at work? _____

What do you think is the most difficult part of sales / customer service work? _____

Imagine you've been on your feet, working hard all day. A customer or prospect you're serving becomes rude and impatient, what would you do?



PERSONAL REFERENCES...

List the name, relationship, number of years acquainted, and phone number of as many as three personal references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINTED WITH	PHONE NUMBER
			()
			()
			()

PROFESSIONAL REFERENCES...

List the name, professional relationship, number of years acquainted, and phone number of at least three references who can speak for you on business/job basis. (Again, no relatives, please)

NAME	RELATIONSHIP	YEARS ACQUAINTED WITH	PHONE NUMBER
			()
			()
			()
			()
			()

I certify all the information I've provided in this application is true, complete, and correct.

I authorize **Best West Pet Foods** to investigate all statements contained on this application. I understand any misrepresentation or omission of facts requested is cause for immediate disqualification and/or, if employed, immediate dismissal.

Furthermore, I understand and agree if I'm employed by **Best West Pet Foods**, I'm free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

If hired I understand I may be required to provide proof of identity and legal authority to work in Canada.

Applicant's Signature _____ **Date** _____

