

# 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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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
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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		
EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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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		

Add additional sheets, if required...



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

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**PLEASE COMPLETELY ANSWER ALL OF THE FOLLOWING QUESTIONS...**

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

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

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

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

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What are your greatest strengths? \_\_\_\_\_

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

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

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

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

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

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

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**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?**

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**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
			( )
			( )
			( )

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**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
			( )
			( )
			( )
			( )
			( )

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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** \_\_\_\_\_

