



APPLICATION FOR EMPLOYMENT

Human Resources

1200 Scarth Street
Regina, Sk.
S4R 2E5
Phone: (306) 757-6549
Fax Number: (306) 352-5140
www.ileselectric.com

Position Applying For:

- PRE-APPRENTICE
- APPRENTICE
- JOURNEYMAN
- ADMINISTRATION

PERSONAL DATA

Name: _____
Last First Middle

Mailing Address: _____
No. Street City Postal Code

Permanent Address: _____
If Different from Above

Telephone
Home: _____ Business: _____ Fax: _____

Are you legally entitled to work in Canada? Yes No

As an adult, have you ever been convicted of an offence other than a traffic violation?
Yes No

Are you able to work shifts (non-standard hours) if required? Yes No

Do you have any relatives working at Iles Electric Ltd.? Yes No
If yes, state name(s): _____

Have you been employed previously by Iles Electric Ltd.? Yes No

If yes indicate the following:

Dates of Employment: _____

Position: _____

EDUCATION AND TRAINING

	Name & location of institution	Number of years completed	Field of Study	Grade/Diploma/Degree and year completed
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate College/University				
Graduate/Professional				
Other Continuing Education				

Professional Qualifications/
Memberships/Licenses if applicable:

SPECIALIZED SKILLS

A. SECRETARIAL/CLERICAL SKILLS:

Word Processing Software: _____
 Spreadsheet Software: _____
 Database Software: _____
 Keyboarding ___ wpm
 Other _____ specify

Data Entry Graphics Special Terminology specify _____ Web Design

B. COMPUTER SKILLS:

IBM Mac VAX/VMS

Please specify computer systems you have worked with, courses you have taken and your working knowledge of computer software: _____

C. TECHNICAL SKILLS:

D. TRADES/MAINTENANCE SKILLS:

E. LANGUAGE SKILLS: Spoken: _____ Written: _____

F. If you are applying for a position requiring a driver's license, please complete the following:

Do you have a valid driver's license? Yes No Class: _____ Province: _____

Are you willing to obtain your air brake endorsement within 6 months of hire? Yes No

PREVIOUS EMPLOYMENT (begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

REFERENCES

List three persons, **other than relatives or personal friends**, who can judge your work ability.

	NAME	COMPANY	POSITION	TELEPHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer for a reference? Yes No Previous Employers? Yes No

If no, please state reason/s: _____

PLEASE USE THIS SPACE TO EXPAND UPON OTHER RELEVANT INFORMATION: SKILLS, EDUCATION, TRAINING, PREVIOUS EMPLOYMENT, SPECIAL ACHIEVEMENTS, JOB INTERESTS, VOLUNTEER WORK, HOBBIES, OR ANY ADDITIONAL INFORMATION THAT YOU FEEL SHOULD BE ADDED TO THIS APPLICATION. PLEASE USE THE BACK OF THIS FORM IF NECESSARY.

If you wish to **attach your resume**, please do so. **RESUME ATTACHED**

DECLARATION FOR EMPLOYMENT:

NOTE: FOR YOUR HEALTH AND SAFETY, TRADES WORKERS AT ILES ELECTRIC LTD **MUST** HAVE THE ABILITY TO DISTINGUISH COLOURS: **GOOD COLOUR VISION IS NEEDED BECAUSE WORKERS MUST FREQUENTLY IDENTIFY ELECTRICAL WIRES BY COLOR.** BEING AN ESSENTIAL AND CRITICAL JOB REQUIREMENT, GOOD COLOUR VISION IS **A CONDITION OF EMPLOYMENT** FOR PRE-APPRENTICE, APPRENTICE AND JOURNEYMAN POSITIONS. (ADMINISTRATIVE POSITIONS EXEMPT)

I CONSENT TO A PRE-EMPLOYMENT COLOUR VISION TEST

I DO NOT CONSENT TO A PRE-EMPLOYMENT COLOUR VISION TEST

N/A: I AM APPLYING FOR AN ADMINISTRATIVE POSITION

IT IS UNDERSTOOD AND AGREED THAT ILES ELECTRIC LTD MAY AT ANYTIME SEEK VERIFICATION OF THE ABOVE AND FURTHER INFORMATION IN CONSIDERING MY SUITABILITY FOR ANY POSITION, OR BENEFITS, AT ILES ELECTRIC LTD, I HEREBY REQUEST AND AUTHORIZE ANYONE APPROACHED BY ILES ELECTRIC LTD, ITS EMPLOYEES AND AGENTS, TO PROVIDE THEM WITH ANY AND ALL INFORMATION REQUESTED TO THE BEST OF THEIR ABILITY. I HEREBY RELEASE ILES ELECTRIC LTD, ITS EMPLOYEES AND AGENTS, AND ANYONE PROVIDING INFORMATION PURSUANT TO A REQUEST FROM THE ILES ELECTRIC LTD TO PROVIDE INFORMATION ABOUT ME, FROM ANY AND ALL CLAIMS WHATSOEVER WHICH MAY ARISE AS A RESULT OF THE RELEASE OF SUCH INFORMATION. I UNDERSTAND AND AGREE THAT ANY OMISSION, FALSE OR MISLEADING STATEMENT MAY DISQUALIFY ME FROM EMPLOYMENT, OR RESULT IN DISMISSAL. A PHOTOGRAPHIC COPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL.

DATE/YEAR

SIGNATURE OF APPLICANT

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS APPLICATION AND FOR YOUR INTEREST IN ILES ELECTRIC LTD.

APPLICATIONS WILL BE KEPT ON FILE FOR 6 MONTHS