

CANDIDATE INFORMATION

Please attach this form to your resume and references.

SKLYON TOWER & HOLIDAY INN

PERSONAL INFORMATION

Your Full Name

Full Mailing Address

Phone Number

Email Address

Are you over the age of 14-years-old?	Yes	No	Can you legally work in Canada?	Yes	No	Have you worked for us before?	Yes	No

WHAT ARE YOU LOOKING TO DO?

Where do you want to work?	Any Dept.	Restaurant	Guest Services	Retail Shops	Food Service	Hotel
What do you want to do?		Cook	Service Agent	Sales Floor Clerk	Pizza Pizza Clerk	House Keeping
Rank your 1st, 2nd, and 3rd choices <u>ONLY</u>		Food Runner	Elevator Operator	Stock Room Clerk	Starbucks Barista	Front Desk Agent
What type of employment are you looking for? (Check only <i>one</i> box below)		Dishwasher / Cleaner	Parking Lot Attendant		Hot Dog Clerk	Laundry Attendant
	Any	Full Time	Part Time	Seasonal	Server	Cashier
					Host / Hostess	

WHEN CAN YOU WORK?

If hired, what <u>date</u> can you start work?		If hired, will you remain employed with more then one Company?	Yes	No

WHAT IS YOUR AVAILABILITY TO WORK?

What days can you work?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
When can you work?	Anytime						
	Days						
	Afternoons						
	Evenings						
	Over night						

WHAT IS YOUR EDUCATION?

Highest Level/Grade of Highschool Completed?		Date Completed		Diploma Received	Yes	No
Highest Level/Grade of Post Secondary School Completed?		Date Completed		Diploma Received	Yes	No

DO YOU HAVE EXTRACURRICULAR ACTIVITIES IN THE SUMMER (SPORTS, TEAMS, CAMPS, ETC) OR COMMITMENTS?

If **"Yes"**, what is the activity?
And when will you need to be off from work?

HAVE WE MET BEFORE?

If you have worked for us before, please provide the following information requested below

Position(s)					
Date Hired (Approx.)		Date Employment Ended		Reason for Leaving	
Has a parent, child, or spouse been employed by us?		Yes	No	Does a parent, child or spouse currently work for us?	
				Yes	No

If you answered "yes" to either question in the boxes above, please provide the following information requested below

Name of Worker(s)					
Date Hired (Approx.)		Date Employment Ended		Reason for Leaving	

WHY WOULD YOU BE A GOOD FIT HERE?

Provide us with a summary of your knowledge, skills, and abilities.	
Why do you intend to leave your current employer?	
Why should we consider you for a position?	
Is there anything else you would like us to know about you?	

AUTHORIZATION

I hereby certify that to the best of my knowledge and belief, the answers given by me to the foregoing questions, and all statement made by me in the is application are correct. I understand that any false information or consequential omissions contained in this application is cause for my immediate discharge. I also understand that an offer of employment may be conditional upon the completion and assessment of criminal records check in accordance with the Company's Human Resource policies.

Signature		Date	
-----------	--	------	--

OFFICE USE ONLY

Phone Interview Completed	Yes	No	Phone Interview Date (Attach Interview Sheet)	
In-Person Interview Completed	Yes	No	In-Person Interview Date (Attach Interview Sheet)	
2 nd In-Person Interview Completed (optional)	Yes	No	2 nd In-Person Interview Date (Attach Interview Sheet)	
Reference Checks Completed	Yes	No	Reference Check Date(s) (Attach References / Notes)	
Job Offer Made Using Contract / Offer Letter	Yes	No	Date Contract / Offer Letter was signed (Add to employee file)	
Start Date			Department & Position	

Ensure the On-Boarding Package is completed following the Training Checklist. Retain in Employee File.