



APPLICATION FOR EMPLOYMENT- OFFICE & MANAGEMENT

Date: _____

POSITION APPLIED FOR: _____

GENERAL INFORMATION:

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(No.) (Street) (P.O. Box) (Apt. No.)

(City) Province (Postal Code)

Home Telephone No.: _____ Cell No.: _____

Best time to contact: _____ at Home Number or Cell Number (Please circle)

E-mail Address: _____

How did you learn about this opportunity? _____

Are you legally eligible to work in Ontario and at least eighteen years of age? Yes No

Social Insurance Number (Optional): _____

Date you are available to start work: _____

What are your wage/salary expectations? _____ Hourly or Yearly (Please circle)

Are you aware of anything that may limit your ability to work for Birnam
Excavating Ltd.? If yes, please describe. Yes No

*Examples may include: outside activities or
relationships that would cause a conflict of
interest, or non-compete/non solicitation
agreements, contracts, clauses, etc.*

Have you or any member of your family worked for Birnam Excavating Ltd. before? Yes No

If yes, please provide details: _____

Have you ever been convicted of a crime relating to this job? Yes No

If yes, please provide details: _____

NOTE: It is illegal to refuse employment
unless the circumstances of the conviction
substantially relate to the job. A conviction
does not disqualify you from employment with
Birnam Excavating Ltd.

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EMPLOYMENT HISTORY:

Present/Previous Employer: _____		
Nature of Present/Previous Employer's Business: _____		
Address: _____	Telephone: _____	
Position: _____	From: _____	To: _____
General Duties (tasks you completed on a day-to-day basis): _____		
Responsibilities: _____		
Achievements: (size & scope of projects, awards, etc.): _____		
Reason for Leaving: _____		
Leaving Salary/Wages: _____		

Previous Employer: _____		
Nature of Present/Previous Employer's Business: _____		
Address: _____	Telephone: _____	
Position: _____	From: _____	To: _____
General Duties (tasks you completed on a day-to-day basis): _____		
Responsibilities: _____		
Achievements: (size & scope of projects, awards, etc.): _____		
Reason for Leaving: _____		
Leaving Salary/Wages: _____		

REFERENCES:	I give permission to contact my previous employer[s].	Yes	No
	I give permission to contact my current employer[s].	Yes	No

Additional Character References: *(You may attach further references with your Résumé.)*

Name	_____
Address	_____
Telephone	_____
Occupation	_____
Relationship	_____

Name	_____
Address	_____
Telephone	_____
Occupation	_____
Relationship	_____

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EDUCATION:

What is the Highest Level of Education that you have Attained? _____

Grade/Level

Name of School

Field[s] of Study

G.P.A

Year Completed

Please summarize your education experience - what courses you took, special achievements, etc. _____

ADDITIONAL EDUCATION & TRAINING:

Course Taken

Year Completed

First Aid/CPR

WHMIS

Computer Courses

Gold Seal Courses

Health & Safety Training

Please discuss any other Education/Training you have completed: _____

SKILLS:

Do you have reliable means of transportation and a valid driving license?

Yes

No

Driver's License # _____

License Class: _____

Do you have any experience with Office equipment and tools?

Yes

No

If yes, please provide details.

"Office equipment" refers to: Photocopiers, Fax
machines, Scanners, Multi-line Telephones,
Various Technologies and other common
Office hardware.

Do you have any computer experience in the following?

(Please check all that apply)

Microsoft Outlook (or similar e-mail)

Microsoft Office (Word, Excel, Power Point)

Microsoft Windows XP

Accounting Software

Estimating Software

HR Software/HRIS

Project Management Software

Other Software

Please list/name the computer programs that you are familiar with that are relevant to this position.

Do you have any experience in the following? (Please check all that apply and supply length of time)

Project Management

Estimating

Accounts Receivable

Accounts Payable

Foreman

Human Resources

Payroll

Health & Safety

Management

Field Experience

Please provide details or list other: _____

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MISCELLANEOUS:

Please provide details for the following:

Please list previously completed projects under your control and what size they were?

How many projects have you managed at the same time?

How many staff were under your control?

Do you have any field experience in the construction industry?

Yes

No

If yes, please provide details:

Have you ever been discharged or asked to resign from a position?

Yes

No

If yes, please provide details:

Do you have any health concerns that would prevent you from completing your work safely and on a full-time basis?

Yes

No

If yes, please provide details:

OTHER COMMENTS:

(Please feel free to comment on other skills or knowledge)

AUTHORIZATION:

I authorize investigation of all statements contained in this application and I hereby certify, that, to the best of my knowledge and belief, the answers given by me and the statements made are correct. I understand that any false information, misrepresentation, or consequential omissions are cause for rejection of this application or dismissal if employed. I understand that I have the right to refuse to answer any question that may, in my opinion, infringe on my human rights.

Date: _____

Signature: _____