



BIRNAM

APPLICATION FOR EMPLOYMENT- OFFICE & MANAGEMENT POSITIONS

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: _____ Home Number Cell Number (Please check one)

e-mail Address: _____

How did you learn about this opportunity?

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

Date you are available to start work: _____

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

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: _____

EMPLOYMENT HISTORY: *(Please complete for your two most relevant Employers.)*

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: _____

Do you have any field experience in the construction industry? Yes No

If yes, please provide details. _____

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 _____ | Name _____ |
| Address _____ | Address _____ |
| Telephone _____ | Telephone _____ |
| Occupation _____ | Occupation _____ |
| Relationship _____ | Relationship _____ |

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: (Please check all that apply)

Course Taken

Year Completed

- | | | | |
|--------------------------|-------------------|-------|-------|
| <input type="checkbox"/> | First Aid/CPR | _____ | _____ |
| <input type="checkbox"/> | WHMIS | _____ | _____ |
| <input type="checkbox"/> | Computer Course | _____ | _____ |
| <input type="checkbox"/> | Gold Seal Courses | _____ | _____ |
| <input type="checkbox"/> | H&S 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, Multi-line Telephones, and other common Office hardware. _____

Please rate your experience in working with the following computer software. List the specific software you know below.

- | | | | | | | |
|---|--------------------------|--------|--------------------------|--------------|--------------------------|--------|
| Microsoft Outlook (or similar) | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |
| Microsoft Office (Word, Excel, Power Point) | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |
| Microsoft Windows XP | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |
| Accounting Software | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |
| Estimating Software | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |
| HR Software/HRIS | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |
| Project/Equipment Mgmt. Software | <input type="checkbox"/> | Novice | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Expert |

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

In consideration of being employed, I understand and agree that:

- 1. I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal of employment or, if employed, dismissal in accordance with the Company's policy.
- 2. This employer does not discriminate in employment and no question on the application form should be used for the purpose of limiting or excluding any applicants consideration for employment on a basis prohibited by local, provincial or federal law.
- 3. I have read and understand the above and agree that the facts I have provided in my employment application are true and complete.

Date: _____ **Signature:** _____