



Okanagan **Staffing** Services Inc.

JOB APPLICATION - OFFICE

First Name:		Last Name:		
Unit #:	Street Address:		City:	Province: Postal Code:
Home Phone:	Cell Phone:	Email:		Preferred Contact Method:
Emergency Contact Name and Relationship:				Emergency Contact No.:

Current employment status (employed or unemployed)? _____

Minimum hourly wage expectations: \$ _____

What type of work are you mainly seeking? Please choose the options that BEST describe your situation:

- Full-time work only Part-time work only
 Temporary/Contract work Permanent employment

What is your approximate typing speed? _____

Computer skills (please check): MS Word – Basic _____ Intermediate _____ Advanced _____
 MS Excel – Basic _____ Intermediate _____ Advanced _____

What are your areas of expertise? Check all that apply:

- Accounting Management Payroll
 Bookkeeping Marketing/Sales Reception
 Customer Service Medical Office Scheduling
 Data Entry Office Administrative Other: _____

What is your MAIN mode of transportation (please check)? Car Bus Bicycle Other: _____

Which Okanagan cities are you willing to work in? Please check all that apply:

- Armstrong Okanagan Falls Summerland
 Kelowna Osoyoos Vernon
 Lake Country Peachland West Kelowna
 Penticton Other Requests: _____

Work Status:

Are you authorized to work in Canada or do you have Permanent Resident status? Yes No

Do you have a criminal record for which you have not received a pardon? Yes No

Would you give Okanagan Staffing Services permission to conduct a Criminal Records Check, should it be requested by a client? Yes No

Practical Skills:

Read below and indicate your proficiency: **B =Basic, I = Intermediate and A = Advanced.**
PLEASE DO NOT RATE THOSE ITEMS YOU ARE NOT EXPERIENCED IN OR HAVE NEVER USED

Software:	Reception/Switchboard :	Admin/Typing:
____ MS Outlook	____ 1-5 Lines	____ Correspondence
____ Industry-Specific	____ 6-10 Multiline	____ Data Entry
____ CRM Software	____ 10+ Multiline	____ Dicta-phone
____ Other: _____	Accounting:	____ Emails
	____ A/P	____ Legal
Accounting Software:	____ A/R	
____ QuickBooks	____ Bank Reconciliations	Miscellaneous:
____ QBO (QB Online) _____	____ Deposits	____ Call Centre
Sage 50	____ Financial Statements	____ Medical (MOA)
____ Sage 300/Timberline	____ Payroll	____ Minute-Taking
____ Other: _____	____ Financial Reporting	____ Scheduling
	____ Tax Returns	____ Other: _____

What is your current availability? Daytimes Evenings & Weekends Part Time Full Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
Finish							

How much notice do you require to be available for job placements? _____

References: If references are not included with your resume, please provide three employment references:

Supervisor Name	Supervisor Title	Company Name	Email Address	Phone Number

IMPORTANT: PLEASE READ CAREFULLY

- 1) I declare that the personal information provided by myself on this application, as well as on my resume, regarding my current and prior employment, academic history, and skills is true and free of any false statements or exaggerations. I understand that any false statements are grounds for dismissal and/or for removal from the OSS Inc. roster.
- 2) I give permission for Okanagan Staffing Services Inc. to verify my employment history by contacting the references I have provided. I also agree to cooperate with other efforts to verify my credentials, such as by supplying copies of certificates/degrees, and by undergoing skills-testing to verify my skill levels as indicated on this application.
- 3) I understand that if offered temporary employment through Okanagan Staffing Services Inc., I will be working for and be paid by Okanagan Staffing Services Inc. and promise to comply with the company policies as stated in the Temporary Employment & Non-Disclosure Agreement.

Date

Applicant Signature