



NEW EMPLOYMENT APPLICATION

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.:

What is your current employment status?

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

- Temporary full-time work only
- Temporary Part-time work only
- Either part-time or full-time employment
- Temporary/Contract work preferred, but will take Permanent role if the right fit
- Temporary/Contract or Permanent work - both are fine
- Permanent work preferred - am only seeking temporary work while I seek a Permanent role
- Permanent work preferred - will only accept Temporary work if there is a possibility it could go Perm
- Permanent work only

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

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Management | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Marketing/Sales | <input type="checkbox"/> Medical Office |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Customer Service | <input type="checkbox"/> IT |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Administrative | <input type="checkbox"/> Other: |

What is your work status?

- Are you a Canadian Citizen? Yes No
- If not, are you legally entitled to work in Canada? 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

■ What is your MAIN mode of transportation? Car Bus Bicycle Other:

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

- Kelowna West Kelowna Peachland Penticton
- Oyama Armstrong Summerland OK Falls
- Lake Country Enderby Sicamous Oliver
- Vernon Salmon Arm Kamloops Other:

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

Supervisor Name:	Supervisor Title:	Company Name:	Email Address:	Phone #:

IMPORTANT: PLEASE READ CAREFULLY

- 1) I declare that the information provided by myself on this application, as well as my resume, regarding my personal 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 or contract employment through Okanagan Staffing Services Inc., I will be working for and paid by Okanagan Staffing Services Inc., and promise to comply with the company policies as stated in the Temporary Employment & Non-Disclosure Agreement.

Applicant Signature

Date signed

Applicant Name (printed)