



## NEW TEMP APPLICATION - OFFICE

First Name:		Last Name:		
Unit #:	Street Address:	City:	Province:	Postal Code:
Home Phone	Cell Phone:	Email:		Prefred Contact Method:
Emergency Contact Name and Relationship:				Emergency Contact Phone

**What is your current employment status?** \_\_\_\_\_

**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     
  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 only  
 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 potential it could turn Permanent

**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        | <input type="checkbox"/> Medical Office |
| <input type="checkbox"/> Data Entry  | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Payroll     | <input type="checkbox"/> Administrative   | <input type="checkbox"/> Other:         |

**Are you bilingual?**    Yes    No - If yes, what other languages do you speak/write fluently? \_\_\_\_\_

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:

- |                                       |   |                                     |                                       |
|---------------------------------------|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Armstrong    | <input type="checkbox"/> Okanagan Falls | <input type="checkbox"/> Penticton  | <input type="checkbox"/> West Kelowna |
| <input type="checkbox"/> Enderby      | <input type="checkbox"/> Oliver         | <input type="checkbox"/> Salmon Arm | <input type="checkbox"/> Winfield     |
| <input type="checkbox"/> Kamloops     | <input type="checkbox"/> Osoyoos        | <input type="checkbox"/> Sicamous   | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Kelowna      | <input type="checkbox"/> Oyama          | <input type="checkbox"/> Summerland |                                       |
| <input type="checkbox"/> Lake Country | <input type="checkbox"/> Peachland      | <input type="checkbox"/> Vernon     |                                       |

**Work Status:**

Are you a Canadian Citizen or a Permanent Resident? Circle: Cdn Citizen or PM    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 on a scale of 1 to 5: 1 = Basic, 3 = Intermediate and 5 = Advanced.  
 PLEASE DO NOT RATE THOSE ITEMS YOU ARE NOT EXPERIENCED IN OR HAVE NEVER USED

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