



NEW TEMP 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.:

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 Perm

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

- Accounting Management Reception
- Bookkeeping Marketing Medical Office
- Data Entry Customer Service Graphic Design
- Payroll Administrative Other:

Are you bilingual? Circle: Yes or No - If yes, what other languages do you speak/write fluently? _____

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

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

- Armstrong Okanagan Falls Penticton West Kelowna
- Enderby Oliver Salmon Arm Winfield
- Kamloops Osoyoos Sicamous Other: _____
- Kelowna Oyama Summerland
- Lake Country Peachland 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: _____ Accounting Software: _____ QuickBooks _____ QBO (QB Online) _____ Sage 50 _____ Sage 300/Timberline _____ 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: _____
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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