



APPLICATION for EMPLOYMENT

To Applicant: We appreciate your interest in Salem Home Inc. A clear understanding of your background and work history will aid us in processing your application.

PERSONAL INFORMATION

Name _____ Telephone# _____ Email _____

Address _____
 Box No. Street City Province Postal Code

What department(s)/position(s) are you interested in? Please check those applicable:

Resident Care Services

- RN/RPN/BN
- Licensed Practical Nurse
- Resident Care Attendant
- Integrated Housekeeping Attendant
- Social Worker
- Ward Clerk
- Therapeutic Recreation Attendant
- Other _____

Support Services

- Cook
- Dietician
- Nutrition Services Attendant
- Laundry Attendant

Administration

- Receptionist/Accounts Receivable Clerk
- Payroll/Accounts Payable Clerk
- Executive Secretary

Education

- Resident Care Attendant Work Preparation Program

Would you work: Full-time Part-time Casual Days Evenings Nights Weekends

Were you previously employed by us? Yes No If yes, when? _____

Are you legally entitled to work in Canada? Yes No

Indicate if English is your first language Yes No

Are you aware of any health or physical conditions that could affect performance on the job? If yes, please explain: _____

If your application is considered favourably, on what date would you be available for work? _____ 20____

Current cover letter & resume attached? Yes No If no, please complete the following Education and Employment History sections.

EDUCATION

School	Highest Level of Education Attained	Name of School & Course of Study	Did You Graduate?
Junior High			
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No

List all other relevant training leading to a Certificate, Diploma or Degree

Education Program	Date of Completion	Course of Study	Certificate/Degree/Diploma Received

Note: 1. Health Care Attendant Certificate or Resident Care Attendant Certificate is required to work as a Resident Care Attendant.
 2. Food-Safe Handling Certificate is required to work in Nutrition Services or Therapeutic Recreation.

EMPLOYMENT HISTORY

List all present and past employment, beginning with your most recent employer

Employed From: _____ To: _____

Employer: _____ Type of Business: _____

Telephone #: _____ Your Supervisor: _____

Your Position & Duties: _____

Reason for Leaving: _____

May we contact for reference: Yes No If no, please explain _____

Employed From: _____ To: _____

Employer: _____ Type of Business: _____

Telephone #: _____ Your Supervisor: _____

Your Position & Duties: _____

Reason for Leaving: _____

Employed From: _____ To: _____

Employer: _____ Type of Business: _____

Telephone #: _____ Your Supervisor: _____

Your Position & Duties: _____

Reason for Leaving: _____

Employed From: _____ To: _____

Employer: _____ Type of Business: _____

Telephone #: _____ Your Supervisor: _____

Your Position & Duties: _____

Reason for Leaving: _____

Are there any other experiences, skills or attributes which you feel would qualify you for work at Salem Home Inc.?

APPLICANT'S CERTIFICATION AND AGREEMENT

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or material omission is grounds for refusal to employ me, or, if I am employed, for dismissal with cause.

I understand that, if employed, I am expected to abide by the policies, procedures and working conditions established and/or amended by Salem Home Inc. I further understand that once employed, I am required to provide a full two weeks notice of termination or forfeit two weeks of accrued salary.

If I am offered employment, I agree to provide a Criminal Record Check and a Child Abuse Registry Check. All costs associated with these checks will be my responsibility. I understand that if anything is reported on these checks, Salem Home Inc. has the right to terminate my employment.

I understand that an offer of employment may be conditional upon a medical certificate confirming my physical and mental fitness for the job. Should this examination reveal a condition which would prevent the satisfactory performance of the job duties, the offer may be withdrawn.

I hereby authorize Salem Home Inc. to conduct a personal investigation in connection with my application for employment. As a part of that investigation, I authorize my current or former employers to release information regarding my record of employment, performance on the job, reason for leaving (if applicable) and other pertinent information.

Signature of Applicant _____ **Date** _____

Note: All applications for employment will be kept on file for a six-month time period. We thank you for your application. Only those individuals selected for an interview will be contacted.

EMPLOYER NOTES

IMPORTANT NOTICE: Legislation prohibits discrimination in employment practices because of age, ancestry, colour or ethnic background, creed, marital or civil status, family status, nationality, citizenship, national or social origin/condition, physical or mental disability/handicap, place of origin, record of offences, political opinion, race, religion, sex or sexual orientation, and any inquiries, verbal or written, which would require an applicant to disclose information about these areas, are strictly prohibited.