

# North Island Crisis & Counselling Centre

*“Empowering People”*

Box 2446 Port Hardy, BC V0N 2P0  
 Tel: (250)949-8333 Fax: (250)949-8344  
 Email: reception@nicccs.org

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_  
Last First Initial

PHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
No. Street Box # City Province Code

EMAIL: \_\_\_\_\_

Are you legally permitted to work in Canada? \_\_\_\_\_ Do you have reliable means of transportation? \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Are you able to work days, evenings, nights and weekends? \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Do you have any hobbies related to the job applied for? \_\_\_\_\_

Are there any specific duties which you are unqualified to do, would prefer not to do, or are otherwise unable to do? \_\_\_\_\_

Do you know any current or past employees of The North Island Crisis & Counselling Centre who might give you a reference? \_\_\_\_\_

### EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME & ADDRESS	YEAR ATTENDED	GRADUATED	COURSE TAKEN
High School				
University/College				
Business or Trade				

**EMPLOYMENT HISTORY**

NAME & ADDRESS OF COMPANY	DATES FROM TO	SALARY	POSITION	REASON FOR LEAVING

Are there any other experiences, skills or qualifications which you feel would make you a suitable candidate for work with our organization?

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**REFERENCES:** List three, one of whom is your most recent supervisor.

Name	Position	Address	Phone #

**I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future, if I am hired. I authorize the verification of any or all information listed above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Employment cannot be finalized until the applicant has completed requirements for a criminal record check as required by the North Island Crisis & Counselling Centre.**

**FOR STAFF USE ONLY**

REFERENCE CHECKS:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

APPLICATION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been completed:

- \_\_\_\_\_ Application form fully completed
- \_\_\_\_\_ Gaps in employment explained
- \_\_\_\_\_ Application signed
- \_\_\_\_\_ References checked