



# APPLICATION FOR EMPLOYMENT

## Personal Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell / Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Desired Position (Check all that apply)

Please indicate the location and type of employment you are applying for?

- Prince Albert       Battleford       Saskatoon   
 Full-time       Part-time       Casual       Contract / Freelance

Residential		Educational		Other	
Caseworker (masters or undergrad)	<input type="checkbox"/>	Teacher (Valid Saskatchewan Professional "A" Teacher's Certificate required)	<input type="checkbox"/>	Accounting	<input type="checkbox"/>
Youth Care Worker / Personal Support Worker	<input type="checkbox"/>	Educational Assistant	<input type="checkbox"/>	Administrative Services	<input type="checkbox"/>
House Parent	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>			Other (please specify) _____	<input type="checkbox"/>

## Applicant Information

1. Have you ever been employed by Eagles Nest Youth Ranch? Yes  No

If yes, what year(s) and location? \_\_\_\_\_

2. Are you legally entitled to work in Canada? Yes  No

3. Do you have a valid driver's license? Yes  No

4. Do you have transportation to and from work, including rural travel to Christopher Lake? Yes  No

5. How did you learn about this job opening? \_\_\_\_\_

6. Are you able to provide us with a *clear* criminal record check? Yes  No

7. Are you able to provide us with a *clear* child abuse registry check? Yes  No

8. Since the age of eighteen, have you ever been convicted of a misdemeanour or felony? (Please note that a conviction will not bar you from employment. Each offence will be judged on its own merit with respect to time, circumstances and seriousness. If considered for employment, you will be requested to provide a current criminal record background check.) Yes  No

If you answered yes, please describe the circumstances surrounding the conviction: \_\_\_\_\_



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## Voluntary Information

Eagles Nest Youth Ranch is committed to building an inclusive workforce and strives to have equal representation of designated group members within our workplace. Designated group members are Aboriginal persons, visible minorities, people with disabilities and women.

If you are a member of a designated group, you are strongly encouraged to self-identify. The information from this section may be used for human resource planning. The following questions are voluntary.

<b>Yes</b>	<input type="checkbox"/>	I agree to answer a few/all questions in this section and understand that this information may be used for the purpose of human resource planning.	<b>No</b>	<input type="checkbox"/>	I do not wish to self-identify.
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**Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

### 9. Aboriginal - A person is an Aboriginal person if he or she is of First Nations (Status or Non-Status), Inuit or Métis ancestry.

Based on the above description are you an Aboriginal person? Yes  No

If yes, which group are you a member? First Nations  Inuit  Métis

### 10. Visible Minority - Members of visible minority groups are people (other than Aboriginal persons) who are non-white in race/colour, regardless of place of birth.

Based on the above description are you a member of a visible minority group? Yes  No

### 11. Women

Are you a woman? Yes  No

### 12. Disability - The Eagles Nest Youth Ranch defines disability as any permanent or recurring condition, which might reduce or has reduced an individual's opportunity for securing, retaining and/or advancing in employment. This includes a persistent physical, mental or learning disability.

Based on the above description are you a person with a disability? Yes  No

If you answered yes to the above question, what are your work restrictions and what work place accommodations do you require? \_\_\_\_\_

\_\_\_\_\_

## Language

13. Which language(s) do you consider yourself to be fluent and or have a working ability? Please check all that apply.

English  French  Other : \_\_\_\_\_



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## Availability Information

14. Are you available for shift work (including nights, weekends and holidays)? Yes  No

15. Are you available to work at our Christopher Lake location (15-20 mins north of PA)? Yes  No

16. Please check all shifts that you are available to work:

### Weekdays (Mon-Fri)

- Day shifts (7am-3pm)
- Afternoon shifts (3pm-11pm)
- Night shifts (12am-12pm)

### Weekends (Sat-Sun)

- Day shifts
- Afternoon shifts
- Night shifts

### Holidays

- Day shifts
- Afternoon shifts
- Night shifts

17. What hours and days are you available to work each week? \_\_\_\_\_

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## Qualifications / Training / Post Secondary Education

18. Tell us about any clubs, organizations, societies, or professional groups you belong / have belonged to that have a direct bearing upon your qualifications for the job that you have applied? You may decline to list organizations that would indicate your religion, race, etc.

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19. What experiences and/or education have you had that will help you relate to Aboriginal history and/or culture?

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20. Describe your professional goals and aspirations.  
For the next two years:

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In the next 5-10 years:

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21. What interests you specifically in working in a residential program with Eagle's Nest Youth Ranch?

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22. Please list your post-secondary information. Begin with your current or most recent information.

Subject Major / Completed Specialization / Course / Training	Institution	Completed		Year Completed	Number of Years Completed	Certificate / Degree / Diploma Received (if applicable)
		Yes	No			

23. Please circle the skills you have, rate your level of skill, and comment on your skills (for how long & where you worked on that skill):

Skill (circle)	Level (check one)			Years	Comments Include position title & work location/employer, if applicable
	Beginner	Intermediate	Advanced		
Counseling					
Addictions Work					
Coaching					
Canoeing / Boating					
Life Guarding					
Cooking					
Camping					
Horseback Riding					
Musical Instruments					
Sports					
Arts (Dance, Draw, Write)					
Event Planning					

Skill (circle)	Level (check one)			Years	Comments Include position title & work location/employer, if applicable
	Beginner	Intermediate	Advanced		
Management					
Supervising Staff / Youth					
Computers					
Budgeting					
Office Administration					
Payroll					
Bookkeeping / Accounting					
Recruitment / Interviewing					
Training					
Handyman / Reno Skills					
Mechanical					
Other: _____					



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## Employment History

24. Please list your employment history. Start with your current or most recent employer.

Organization, Supervisor, Complete Address and Current Phone Number	Position Title / Type of Work	Dates of Employment	
		From	To

## References

25. Please list people who you have worked with, preferably your direct supervisors, which we may contact. If possible, please do NOT list friends, relatives, or coworkers as references.

Reference's Name and Work Title	Organization and Address	Reference's Direct Phone Number

## Confirmation and Release Authorization

I confirm that the information I have given in this application is true and complete. I understand that providing false information, or making misrepresentations or omissions may be grounds for rejecting my application or if hired, immediate termination of employment.

In signing this employment application, I authorize the Eagles Nest Youth Ranch to verify the information provided herein and to obtain any other information relevant to this application. I authorize Eagle's Nest Youth Ranch to verify this information and obtain any other information by telephone or in writing from my current or former employers, educational institutions, and my personal references.

I hereby authorize and grant permission to my previous employer(s) educational institution(s), and my references to give Eagle's Nest Youth Ranch any information concerning my previous employment, work performance, education and any other pertinent information concerning my professional competence, ethics, character and other qualifications for employment.

I release Eagle's Nest Youth Ranch from any and all liability arising from the verification of my prior employment history, criminal record, child abuse record, educational record, references, and any other information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date