



APPLICATION FOR EMPLOYMENT

The personal information on this form is collected for the sole purpose of assessing the applicant qualifications as they pertain to employment with Discover Okanagan Tours in the position indicated below. This information will be kept in accordance with the *Freedom of Information and Protection of Privacy Act* of BC. If you have any questions about the collection of this information, contact Discover Okanagan Tours at 250-763-1161 or write to PO Box 27021, Kelowna, BC. V1X 7L7.

EMPLOYMENT DATA

Type of Employment: Permanent Temporary Casual (relief)

Position Applied For: _____
Working Title Department

Where did you learn of this job? Newspaper Discover Okanagan Tours website Other: _____

PERSONAL INFORMATION

Name: _____
Last First

Home Phone: _____ Alternate Phone: _____

Mailing Address: _____
Street, City, Province, Postal Code

Are you legally entitled to work in Canada? Yes No

Do you have a criminal record? Yes No

BC Drivers License #: _____ Trade Certification No.: _____

Hours of availability for work (place a checkmark in the applicable box to indicate you are available):

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION

Grade 12 Completed? Yes No If No, indicate highest grade completed: _____

Post Secondary:

Institution	Program	Degree/Diploma/Certificate	Complete	Incomplete
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT

Competencies/Skills: please list skills or training you have acquired that relate to this position

PROFESSIONAL DEVELOPMENT - Continued

Computer Programs: please list software programs with which you have worked

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Keyboarding Speed (if applicable): _____

EMPLOYMENT HISTORY

List all positions you have held, beginning with the most recent. Should you require more space, please attach a separate sheet to this application.

Employer:		Working Title:	
Date of Employment:	From:	To:	
Responsibilities:			
Employer:		Working Title:	
Date of Employment:	From:	To:	
Responsibilities:			

DECLARATION (Please read carefully)

I certify that the information I have provided in this application is true and complete to the best of my knowledge. I realize that Discover Okanagan Tours will rely on this information in engaging me as an employee and in continuing my employment. I realize that this information may be verified and that any misrepresentation of the facts may constitute grounds for dismissal.

Signature: _____ Date: _____