

# Employment Application Form

To apply online visit our website: [www.edmonton.ca/careers](http://www.edmonton.ca/careers)

**This application is being submitted for:**  
**Job Requisition Number:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_

Applicants without a requisition number will not be considered.

Complete one application form for each job posting.

**Please indicate your eligibility to work in Canada?**

- Permanent eligibility (i.e. Canadian Citizen, Permanent Resident)
- Current valid work permit
- Eligible to apply for a work permit
- Not eligible to work in Canada

**Personal Data (Please Print):**

Last Name:		First Name:		Middle Initial:
Home Phone Number:	Alternate Phone Number:	Complete Address:		
City:	Province:	Postal Code:	Email Address:	
Were you previously employed with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently employed with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, what was your payroll number?		Which Department did you work in?		

**Education and Training:**

	Completed	Name of the Program	Name and Location of Institute	Year of Completion
High School or GED	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Professional /Technical Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College Diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bachelor's Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Post Secondary Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Journeyman Trades Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other (Please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No			

If your education is from outside Canada, has it been assessed for equivalency?  Yes  No

Please list any professional designations:

Additional Related Learning e.g.) Courses, in-service training, etc.

**Trades:**

Name of the Trade	Apprentice Year Completed	Year completed	License Number	Province
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			

**Computer Software:**

Computer Software Used	Version	Length of Time used	Computer Software Used	Version	Length of Time used

**Other Skills - I have experience in operating the following equipment (Check all that apply):**

- |                                   |  |  |  |
|-----------------------------------|--|--|--|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Backhoe       | <input type="checkbox"/> Tractor               | <input type="checkbox"/> Power Tools                   |
| <input type="checkbox"/> Loader   | <input type="checkbox"/> Grader        | <input type="checkbox"/> Lawn Mowing Equipment | <input type="checkbox"/> Hand Tools                    |
| <input type="checkbox"/> Bobcat   | <input type="checkbox"/> Chainsaw      | <input type="checkbox"/> Ditchwitch            | <input type="checkbox"/> Other (Please specify): _____ |
| <input type="checkbox"/> Cranes   | <input type="checkbox"/> Power Rodders | <input type="checkbox"/> Steam Jennies         | _____  |

**Driver's License:**

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Class of license:	Province	Number of Demerits
Do you possess a City of Edmonton Employee Driving Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Permit Number: _____			

**Employment History (Include related Volunteer Experience):**

<b>Employer:</b>	<b>Date of Employment:</b> From: ____ / ____ / ____ To: ____ / ____ / ____ (Year/Month)	<b>Position Held:</b>
<b>Duties and achievements:</b>		

<b>Employer:</b>	<b>Date of Employment:</b> From: ____ / ____ / ____ To: ____ / ____ / ____ (Year/Month)	<b>Position Held:</b>
<b>Duties and achievements:</b>		

<b>Employer:</b>	<b>Date of Employment:</b> From: ____ / ____ / ____ To: ____ / ____ / ____ (Year/Month)	<b>Position Held:</b>
<b>Duties and achievements:</b>		

**Additional Information (Related to this position that you would like to bring to our attention):**


Where did you hear about this position? \_\_\_\_\_

Submit this application by the closing date (12 a.m. on the date listed) in one of the following ways:

<b>Website:</b> <a href="http://www.edmonton.ca/careers">www.edmonton.ca/careers</a>	<b>Drop Off At:</b> The Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB, T5J 2R7
<b>FAX to (780) 496-8063</b>	

**ACKNOWLEDGEMENT STATEMENT**

Your personal information is being collected under the authority of section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* ("FOIP Act"). The personal information you provide to the City of Edmonton on this application will be used to assess your qualifications and suitability as a potential employee. The City of Edmonton will also use this data to create metrics and performance measures to evaluate the effectiveness of Human Resources activities. The City of Edmonton may also collect and use personal information provided by you or your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file, and may be used in the administration and management of the City of Edmonton's Human Resource Programs. The City of Edmonton complies with the FOIP Act and its related regulations which govern the collection, use, retention and storage of records in Alberta.

The City of Edmonton's online recruitment system is hosted by "Taleo", a U.S. company with locations in the United States, Canada, and Europe. Information about Taleo is available at [www.taleo.com](http://www.taleo.com). Taleo stores the information you provide to the City's online recruitment system on its server in Toronto, Canada. The information will be protected with appropriate security safeguards, but may be subject to foreign law. If you have questions or concerns with respect to the collection, storage, use or retention of the information provide to the City's electronic recruitment system, please contact the Staff Support Assistant at 780-496-7872, email [employment@edmonton.ca](mailto:employment@edmonton.ca) or mail Employment Opportunities, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, Alberta, Canada T5J 2R7.

I understand that the City of Edmonton is collecting and using my personal information for the purposes identified above.

I certify the information I provide in this application is correct and true to the best of my knowledge and that I have listed all previously and currently held positions where the experience gained relates to the position that I am applying for. I understand that a confirmed misrepresentation may disqualify me from employment and/or result in dismissal at any point during my employment.

**Signature:****Date:**

Thank you for your interest in the City of Edmonton! Only candidates selected for interviews will be contacted.