

Application for Employment



INSTRUCTIONS

Dear Applicant,

Thank you for applying for a position at KEYS DIRECT Marketing & Communications.

KEYS DIRECT is one of Canada's leading direct marketing companies. KEYS DIRECT consistently provides its clients with quality services, all thanks to the quality of KEYS DIRECT's employees. Their efforts are deeply appreciated. Respecting that appreciation, and our commitment to quality, we look forward to reviewing your application.

This application is in a PDF format that you can fill in directly. Once you've completed the application, click on the "Submit Application" button on the last page of the application, and it will be e-mailed to our Human Resources Department.

Depending on the PDF reader you're using, you may or may not be able to save a copy of your completed application to your own computer. If you're unable to save a completed copy, please print out a copy for your personal records.

If you prefer, you can print this form, complete it by hand and either mail or fax it to KEYS DIRECT at:

KEYS DIRECT Marketing & Communications
Human Resources Department
2580 Innes Road
Ottawa ON K1B 4Z6

Tel: 613.841.9850
Fax: 613.841.9851

Application for Employment

Name _____ Date _____
Last First Middle

Address _____
Street City Province Postal Code

Telephone # () _____ Other Phone # () _____ Email _____

Referred by _____

Position(s) applied for _____ Date available _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Salary desired _____

Are you legally eligible for employment in this country? Yes No

Languages: English French Other _____

Are you available to work overtime if required? Yes No

Are you available to work weekends if required? Yes No

Have you been employed at this company before? Yes No
 If yes, when? _____ and at what location? _____

As part of our company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you agree to a criminal background check? Yes No

EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, Province	GRADUATED?	DEGREE(s)/DIPLOMA(s) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
		FROM	TO		
ADDRESS					
JOB TITLE		HOURLY RATE/SALARY			
		STARTING			
IMMEDIATE SUPERVISOR AND TITLE		\$	per		
REASON FOR LEAVING		HOURLY RATE/SALARY			
		FINAL			
MAY WE CONTACT FOR REFERENCE?		\$	per		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
EMPLOYER	TELEPHONE ()	DATES EMPLOYED			SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO		
ADDRESS					
JOB TITLE		HOURLY RATE/SALARY			
		STARTING			
IMMEDIATE SUPERVISOR AND TITLE		\$	per		
REASON FOR LEAVING		HOURLY RATE/SALARY			
		FINAL			
MAY WE CONTACT FOR REFERENCE?		\$	per		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
EMPLOYER	TELEPHONE ()	DATES EMPLOYED			SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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JOB TITLE		HOURLY RATE/SALARY			
		STARTING			
IMMEDIATE SUPERVISOR AND TITLE		\$	per		
REASON FOR LEAVING		HOURLY RATE/SALARY			
		FINAL			
MAY WE CONTACT FOR REFERENCE?		\$	per		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
EMPLOYER	TELEPHONE ()	DATES EMPLOYED			SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO		
ADDRESS					
JOB TITLE		HOURLY RATE/SALARY			
		STARTING			
IMMEDIATE SUPERVISOR AND TITLE		\$	per		
REASON FOR LEAVING		HOURLY RATE/SALARY			
		FINAL			
MAY WE CONTACT FOR REFERENCE?		\$	per		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					

COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT:

PLEASE ANSWER THE FOLLOWING QUESTIONS

What was the best job you've ever had? Why did you like it so much?

What was your least favorite job? What did you NOT like about it?

Who was the best supervisor or manager you've had? What characteristics made that person a good manager?

Think of the WORST supervisor or manager you've had. What characteristics made that person a POOR manager?

What are your greatest strengths?

As your skills and abilities relate to your work experiences, what are the areas for improvement?

What traits or characteristics do you most admire in co-workers?

What traits or characteristics do you most DISLIKE in co-workers?

If you won five million dollars in the lottery, would you choose to work? What would you do with your time?

What was the funniest thing that ever happened to you at work?

What do you think is the most difficult part of sales / customer service work?

Imagine you have been on your feet and working hard all day. A customer you are assisting is rude and impatient, what do you do?

REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUMBER
			()
			()
			()

I certify that all the information I have provided is true, complete and correct.

I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in Canada.

Applicant's Signature _____ **Date** _____
(If submitting electronically, please print name)
