



peak season
staffing inc.

#102 - 7402 Progress Way Delta BC V4G 1E7

OFFICE APPLICATION FORM

			AVAILABILITY		
			WEEKDAYS	WEEKENDS	EVENINGS
LAST NAME	FIRST NAME	MIDDLE INIT.	DATE OF APPLICATION		
STREET ADDRESS, APT. NO.			POSTAL CODE		
CITY	PROVINCE	DATE OF BIRTH			
TELEPHONE NO.			DAY	MONTH	YEAR
		MALE	FEMALE	SOCIAL INSURANCE NO.	
EMAIL					

DO YOU HAVE USE OF AN INSURED VEHICLE? YES NO	DO YOU HAVE A VALID DRIVERS LICENSE? YES NO		
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HOW DID YOU HEAR OF PEAK SEASON STAFFING INC.?

HAVE YOU EVER WORKED FOR AN EMPLOYMENT SERVICE BEFORE?	YES	NO
IF YES, WHICH COMPANY? _____		
WHERE WERE YOU ASSIGNED TO WORK?		
NAME OF BUSINESS:	TYPE OF WORK:	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

IF YOU HAVE EXPERIENCE IN ANY OF THE FOLLOWING TRADES, PLEASE INDICATE IN THE SPACE BELOW.

	YEARS EXPERIENCE		YEARS EXPERIENCE
Administration	_____	Reception	_____
Secretarial	_____	Filing	_____
Management	_____	Collections	_____
Accounts Payable	_____	Supervisory	_____
Accounts Receivable	_____	Inventory	_____
Customer Service	_____	Cashier	_____
Sales (Inside)	_____	Bookkeeping	_____
Sales (Outside)	_____	Legal	_____
Industrial: _____	_____	Other: _____	_____
Switchboard Operator	_____		
Word Processing	_____	Model(s): _____	Lines: _____
Accounting	_____	Software Package(s): _____	
Data Entry (Alpha)	_____	Software Package(s): _____	
Data Entry (Numeric)	_____	Key Strokes Per Minute: _____	

Education

Educational Institutes(s)

Completion

Graduation Date:

Diploma / Certificate

Degree Earned

Other additional courses or training:

1. _____
2. _____
3. _____
4. _____
5. _____

Objective

In detail, explain your short and long-term employment objectives:

WORK REFERENCES

1.	COMPANY: _____ SUPERVISOR: _____ JOB DESCRIPTION: _____ DATE: _____	PHONE: _____ ADDRESS: _____ REASON FOR LEAVING: _____
2.	COMPANY: _____ SUPERVISOR: _____ JOB DESCRIPTION: _____ DATE: _____	PHONE: _____ ADDRESS: _____ REASON FOR LEAVING: _____
3.	COMPANY: _____ SUPERVISOR: _____ JOB DESCRIPTION: _____ DATE: _____	PHONE: _____ ADDRESS: _____ REASON FOR LEAVING: _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS NOT NECESSARILY FOR A DEFINITE PERIOD. I GIVE CONSENT TO PEAK SEASON LABOUR INC. TO COLLECT & USE MY INFORMATION FOR PAYROLL.

DATE: _____ SIGNATURE: _____